



DEPARTMENT OF BIOTECHNOLOGY

5.2.1 Number of outgoing students who got placement during the year (A.Y.: 2022-23)

S.No	Roll No	Name of student placed	Page numbers
1	160119805001	AISHWARYA C V S	1
2	160119805004	T BHAVYA	7
3	160119805005	ANDELA CHIKITHA	8
4	160119805008	DONGA KAVYA	12
5	160119805010	KRUSHE MUNDRU	27
6	160119805011	MEKALA LAHARI	36
7	160119805012	PYLA MAHITHA	39
8	160119805013	GAVINI MANISHA REDDY	46
9	160119805016	NAVYA SREE D	61
10	160119805019	VENKANNAGARI ROHINI REDDY	62
11	160119805020	RUTHIKA RASALA	65
12	160119805021	SAI SAHITHI M	71
13	160119805022	C SAMHITHA	80
14	160119805023	SANJANA KANKIPATI	83
15	160119805025	SHAIK NOUSHEEN	89
16	160119805026	HAZARI SHIVANI	90
17	160119805027	SHIVANMITHA GUDIPATI	93
18	160119805030	SRI HARSHINI KOTHAMASU	95
19	160119805031	SOMPURAM SRUTHI REDDY	105
20	160119805033	VAISHNAVI MOKKAPATI	120
21	160119805034	VAISHNAVI PUNNA	126
22	160119805035	BIRRE VAMSHI PRIYA	131
23	160119805036	VARSHINI UPPUTERLA	133
24	160119805037	GOLTHI VENIYA	134
25	160119805039	KANSOTH ABHISHEK NAIK	137
26	160119805040	THAMMANABOINA AVINASH	139
27	160119805041	BHANU SHANKAR DHULIPALLA	141
28	160119805042	CALEB JOEL RAJ J	142
29	160119805046	GORREMUCHU JEREMIAH PAUL	143
30	160119805050	BALAM PRASHANTH KUMAR	145
31	160119805054	NELANTI SANTHOSH KUMAR	150
32	160119805055	MARUDI SATYANARAYANA REDDY	153
33	160119805056	CHENNA SUMEET	156
34	160119805014	BELLAPURLA MARY KAREN	159
35	160119805024	KAVURI V S SATYA NAGALAKSHMI MOUNIKA	160
36	160119805029	SRAVYA KUNAPARAJU	172
37	160119805049	MUKTANANDA KARNAM	175



Letter of Offer

24th August 2023

Dear Ms. Aishwarya CVS,

Welcome to Brane Services Private Limited!

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 25th August 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **1st September 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 7,00,000/-** and the monthly emoluments before deductions will be **Rs. 55,411/-**. The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



Non-Conflict and Confidentiality Agreement

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

Documentation

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

Probation

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

Termination

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

Your Information

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with leadership@braneServices.com

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,
for **Brane Services Private Limited**

Raghava Avvari
HR Head

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



ANNEXURE-I

1. Working hours and Work Timings:

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

2. Leaves:

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

3. Background Verification:

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



CTC Per Annum	7,00,000
Monthly CTC	58,333

Annexure - A		
Name: Aishwarya CVS	DOJ: 1st September 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
A) Monthly Salary Components	INR P.M.	INR P.A.
Basic	23,333	2,79,996
House Rent Allowance	9,333	1,11,996
LTA	2,309	27,705
Special Allowance Per Month	20,436	2,45,234
Monthly emoluments before deductions: (A)	55,411	6,64,932
B) Long term Benefits		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	1,122	13,468
Total(B)	2,922	35,068
COST TO ORGANIZATION (A+B)		7,00,000

*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.

* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Accepted

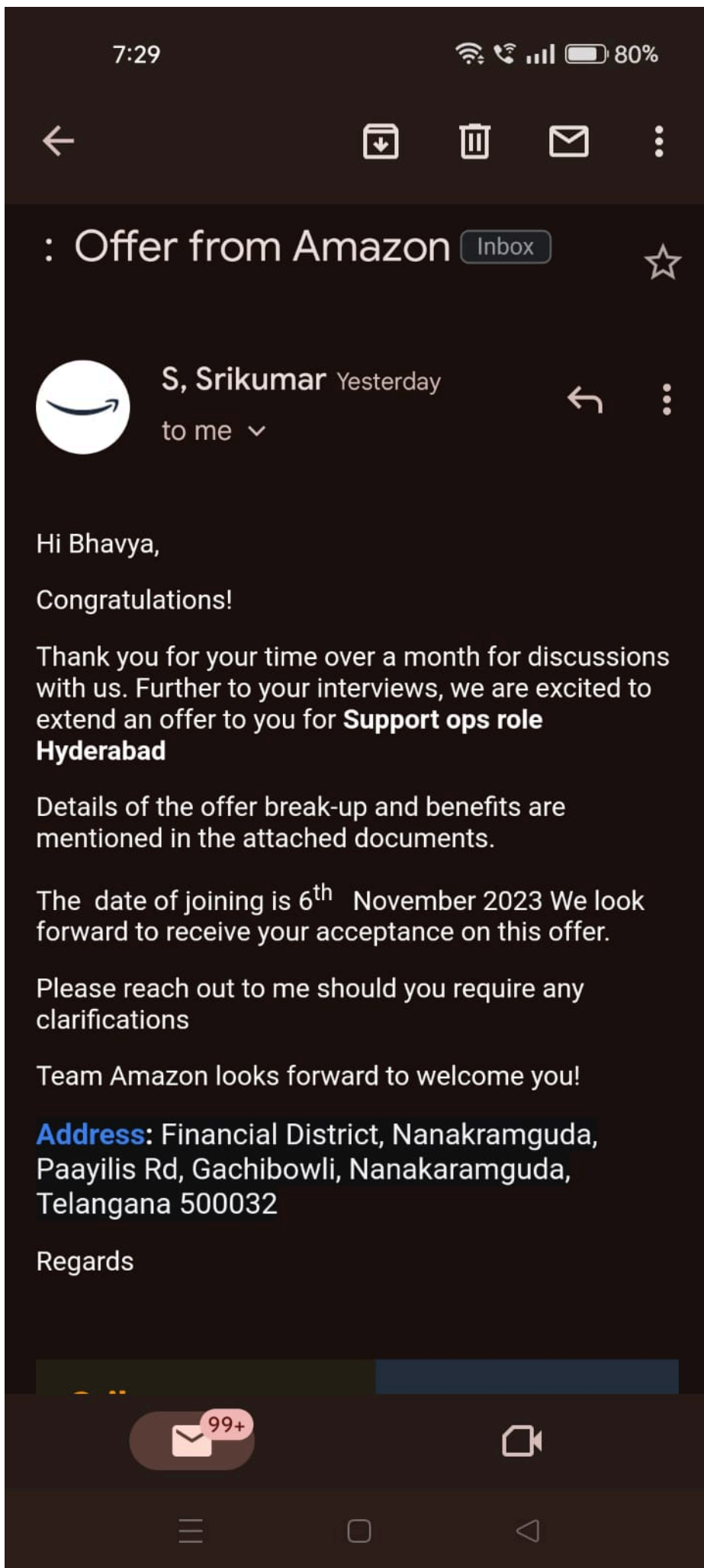
Name & Signature: Aishwarya CVS

Authorized Signatory

Date: 25th August 2023

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi TG-500081



Internship Offer Letter- VBPL - Gagillapur

8 messages

HR <hr@virchowbiotech.com>

Mon, 9 Jan at 11:31 AM

To: andelachikitha@gmail.com <andelachikitha@gmail.com>

Cc: Raghu <raghu@virchowbiotech.com>, V S Ramakrishna Rao K <ramakrishna.rao@virchowbiotech.com>, Anil G <anil.g@virchowbiotech.com>, suryanarayana vedula venkata <Venkatasuryanarayana@gmail.com>, ugs19046bio.chikitha@cbit.ac.in <ugs19046bio.chikitha@cbit.ac.in>

Dear Ms.Chikitha,

we are pleased to inform you that your profile was selected for an internship as a Trainee in the department of R&D Biologics at Virchow Biotech Pvt Ltd ,was reviewed and you have been selected for the position. You will be working with us in the direction of department Head to execute daily activities and more you need to follow the below said terms and condition .

1. You will have to work for 6 Months from Jan'23-June'23 .
2. You need to follow office timings which will be explained at the time of joining .
3. As per our company norms You will be paid 8,000/- Stipend per month.
4. You will be provided with a final certificate and may consider for employment based upon completion of internship period & mutual satisfaction.

Please acknowledge the receipt of this letter and confirm the Expected Date of Joining is 16.01.2023.

For any queries feel free to contact me on +91 9154152929.

Best Regards**U Priyanka | Asst.Manager | Human Resource |**

Address: Survey No. 172, Gagillapur, Dundigal Mandal, Medchal Dist., Hyderabad - 500043, INDIA ,

Mobile: +91-9700017820, +91-9700017883.

andela chikitha <andelachikitha@gmail.com>
To: 102-Shivadeekshith <shivadeekshith1323@gmail.com>

Wed, 11 Jan at 9:33 AM

[Quoted text hidden]

andela chikitha <andelachikitha@gmail.com>
To: <shivanmithareddy@gmail.com>

Wed, 11 Jan at 12:03 PM

[Quoted text hidden]

andela chikitha <andelachikitha@gmail.com>
To: Dr. Rajasri Yadavalli <rajasriy_biotech@cbit.ac.in>

Wed, 11 Jan at 3:32 PM

[Quoted text hidden]

andela chikitha <andelachikitha@gmail.com>

Fri, 13 Jan at 2:41 PM

To: HR <hr@virchowbiotech.com>
Cc: Raghu <raghu@virchowbiotech.com>, V S Ramakrishna Rao K <ramakrishna.rao@virchowbiotech.com>, Anil G <anil.g@virchowbiotech.com>, suryanarayana vedula venkata <Venkatasuryanarayana@gmail.com>, <ugs19046bio.chikitha@cbit.ac.in>

Dear U. Priyanka,

I am thankful for the offer as "Trainee in R&D biologics department", Virchow Biotech Pvt Ltd. I am eagerly waiting to work as an Intern in an esteemed and dynamic company like yours. I assure you that I will give my best and gain knowledge from the experience in Virchow Pvt Ltd. I hope this journey gives me the base to see myself in a much better position than that I am now.

I would like to confirm and accept the letter for joining . I look forward to beginning work. Once again thank you so much for this opportunity.

Sincerely,

Chikitha andela,

Trainee, Department of R&D Biologics,

Virchow Biotech Pvt Ltd.

[Quoted text hidden]

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: <andelachikitha@gmail.com>

Fri, 13 Jan at 2:41 PM

Error Icon



Address not found

Your message wasn't delivered to
ugs19046bio.chikitha@cbit.ac.in because the address

couldn't be found or is unable to receive email.

[LEARN MORE](#)

The response from the remote server was:

550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at <https://support.google.com/mail/?p=NoSuchUser> h129-20020acab78700000b0035eac3afd5csi18809828oif.188 - gsmtip

----- Forwarded message -----

From: andela chikitha <andelachikitha@gmail.com>

To: HR <hr@virchowbiotech.com>

Cc: Raghu <raghu@virchowbiotech.com>, V S Ramakrishna Rao K <ramakrishna.rao@virchowbiotech.com>, Anil G <anil.g@virchowbiotech.com>, suryanarayana vedula venkata <Venkatasuryanarayana@gmail.com>, ugs19046bio.chikitha@cbit.ac.in

Bcc:

Date: Fri, 13 Jan 2023 14:41:11 +0530

Subject: Re: Internship Offer Letter- VBPL - Gagillapur

----- Message truncated -----

HR <hr@virchowbiotech.com>

Fri, 13 Jan at 2:43 PM

To: andela chikitha <andelachikitha@gmail.com>

Cc: Raghu <raghu@virchowbiotech.com>, V S Ramakrishna Rao K <ramakrishna.rao@virchowbiotech.com>, Anil G <anil.g@virchowbiotech.com>, suryanarayana vedula venkata <Venkatasuryanarayana@gmail.com>, ugs19046bio.chikitha@cbit.ac.in

Thanks for your confirmation .

Get [Outlook for iOS](#)

From: andela chikitha <andelachikitha@gmail.com>

Sent: Friday, January 13, 2023 2:41 PM

To: HR <hr@virchowbiotech.com>

Cc: Raghu <raghu@virchowbiotech.com>; V S Ramakrishna Rao K <ramakrishna.rao@virchowbiotech.com>; Anil G <anil.g@virchowbiotech.com>; suryanarayana vedula venkata <Venkatasuryanarayana@gmail.com>; ugs19046bio.chikitha@cbit.ac.in <ugs19046bio.chikitha@cbit.ac.in>

[Quoted text hidden]

andela chikitha <andelachikitha@gmail.com>

Sun, 15 Jan at 10:29 PM

To: HR <hr@virchowbiotech.com>

Dear HR,

I am thankful for the offer as "Trainee in R&D biologics department", Virchow Biotech Pvt Ltd. I am eagerly waiting to work as an Intern in an esteemed and dynamic company like yours. I assure you that I will give my best and gain knowledge from the experience in Virchow Pvt Ltd. I hope this journey gives me the base to see myself in a much better position than that I am now.

I would like to confirm that my start date will be Wednesday [January 18, 2023]. As we have our project work going on in the college, we would like to take two days for the work and I look forward to beginning work. Once again thank you so much for this opportunity.

[Quoted text hidden]

Date: 05-Nov-2022

Name: KAVYA DONGA

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear KAVYA DONGA,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

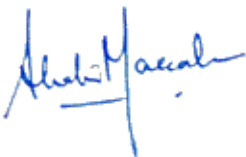
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the MINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,
For MINDTREE Ltd.



Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

I have read the letter and accept the same.

D.Kavya
D.Kavya (Nov 5, 2022 19:08 GMT+5.5)

Nov 5, 2022

ANNEXURE-1

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA * For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process * All backlogs (if any) must be cleared <u>with the final semester exams</u> . All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) * Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Mindtree

A Larsen & Toubro Group Company

Eligibility for Maternity Leave:

As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery



Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:

D.Kavya

D.Kavya (Nov 5, 2022 19:08 GMT+5.5)

Name:

KAVYA DONGA

Institute Name:

CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No:

9502004703

Date of interview process:

18-Sep-2022

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

**ANNEXURE-3****Name : KAVYA DONGA****Salary Grade : C1****Date: 05-Nov-2022**

Components	INR p.a.	INR p.m.
Basic	180,000.00	15,000.00
Bouquet of Benefits*	161,040.00	13,420.00
Statutory Bonus	21,000.00	1,750.00
A. Base Salary (p.a.)	362,040.00	30,170.00
Annual Incentive (p.a.)	0.00	
B. Total Variable (p.a.)	0.00	
C. TTC (p.a.)	362,040.00	
Provident Fund (PF)	21,600.00	1,800.00
Gratuity	8,664.00	722.00
Medicclaim Premium	7,704.00	
D. Retirals & Other Benefits	37,968.00	
Cost to Company (CTC) C + D	400,008.00	



Medical Insurance Premium:

The Group Mediciclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



Mindtree

A Larsen & Toubro Group Company

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : 
D.Kavya (NOV 5, 2022 19:08 GMT+5.5)

Name : KAVYA DONGA

Date : Nov 5, 2022



Mindtree – LTI Amalgamation

Dear KAVYA DONGA

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

- Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

Talent Acquisition Team

Mindtree

Getting businesses +
to the **future, faster.**

Gmail

Compose

Inbox 5

Starred

Snoozed

Important

Sent

All Mail

Categories

More

Labels +


- Amazon
- LTIMINDTREE

offer letter


You signed: "Mindtree Offer Letter" Inbox x LTIMINDTREE x

Mindtree Limited -echosign@echosign.com
to Mindtree, me, piramanayagam.c@mindtree.com

Sat, Nov 5, 2022, 7:08 PM



Mindtree
A Larsen & Toubro Group Company



You're done signing
Mindtree Offer Letter

[Open agreement](#)

Attached is the final agreement for your reference. You can also [open it online](#) to review its activity history.

Enable desktop notifications for Gmail. [OK](#) [No thanks](#) [X](#)



15-Sep-2023

Dear Krushe Mundru,
B.Tech (Hons.), Bio Technology Engineering
Chaitanya Bharathi Institute of Technology, Hyderabad

Candidate ID – 26438494

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**.

During your probation period of 12 months which includes your training program as applicable post joining as a full-time employee, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

2. Prior to commencing employment with Cognizant, you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be put into an additional training. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

5. Your on-boarding as a full-time employee is aligned to a business requirement and will be between **July 2023 and August 2024**. You will be required to report at the location based on the business requirement and on the given date of joining.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Annexure A

Compensation and Benefits

Name: Krushe Mundru	Designation: Programmer Analyst Trainee
----------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Annexure B

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Krushe Mundru, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.
- d. You shall be flexible enough to take up the assigned role based on business requirement

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or

violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

- a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
- b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
 - Non-adherence to Associate Deployment Pool Policy
 - Violation of Social Media Policy or Conflict of Interest Policy
 - Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
 - Insubordination or failure to comply with the directions given to you by persons so authorized
 - Insolvency or conviction for any offence involving moral turpitude
 - Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Krushe Mundru



Maya Sreekumar
Vice President – Human Resources

I have read, understood and accept the above mentioned terms and conditions.

Signature:

Date:



07-Apr-2023

Candidate ID: 24889425

Mekala Lahari
B.Tech BioTechnology Engineering
Chaitanya Bharathi Institute of Technology, Hyderabad

Dear **Mekala Lahari**,

Further to our Letter of Intent for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship on premises with us for **a period of 3 to 6 months**. Your internship on-boarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

*Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. Upon successful completion of internship, you will be part of the batch available for on-boarding **as a full-time employee with Cognizant between July 2023 to August 2024**. In the event of unsatisfactory performance during the Internship or non-completion of the Internship, no Internship Completion Certificate shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.*

Section A: Terms and Conditions:

1. The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be cancelled if the mandatory requirement of minimum 85% attendance at office is not met in a month.
2. Interns are covered under Cognizant's calendar holidays of the respective location of internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be cancelled if leaves are availed without prior approvals.
3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be cancelled.

4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be cancelled.
5. After successful completion of your internship if there is a business demand which expects you to get enabled on a different skill, you would be provided opportunity to get on-boarded into the CSD (Certified Skill Development) Program for training, failing which your Letter of Intent will be revoked.
6. Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.
7. There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of Internship without any notice. You would be required to complete Cognizant mandatory training's such as Code of Conduct and AUP within the given timelines.
8. During the course of your Internship and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate cancellation of the Internship.
9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
10. It is hereby clarified that participation in this Internship shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this Internship does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.
11. Cognizant holds all rights to cancel this Internship Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the Internship within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this Internship Offer, your access and participation in the Internship shall stand cancelled.
12. At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.
13. This offer from Cognizant shall be active and **valid for only 3 calendar days** and hence you are expected to accept or decline the offer through the company's online portal within the said time-period of 3 calendar days and you will also be required to submit the mandatory documents at least **7 days** before your Internship Onboarding Date as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.
14. For avoidance of doubt, it is herewith stated that the Internship shall stand cancelled on the below scenarios as well:
 - a. In the event of you accepting this Internship Offer but not joining into the Internship on the specified date and at specified location of on-boarding.
 - b. In the event of you not accepting this Internship Offer or failing to communicate acceptance within 3 calendar days as stated above, you would be provided with the CSD (Certified Skill Development) Offer

which you would need to take it up and complete the training, failing which your Letter of Intent will be revoked.

c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to cancellation of this Internship Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your Internship Offer has been cancelled then your Letter of Intent would also be revoked.

Below are the **mandatory documents** to be submitted as part of your **Background Verification**:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and re-uploaded back to the application

Below are the **mandatory documents** to be submitted as part of your **Pre- joining formalities**:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <https://campus2cognizant.cognizant.com/Pages/PreLogin>.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar
Vice President - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Ref ID: 1690537265426-07-2023

28-Jul-2023

To,
Mahitha Pyla

Flat no 402,4th floor Vaishnavi lakshmi residency
road no 4 krcc colony
Bachupally, Hyderabad,500090.

Dear **Mahitha Pyla,**

Letter of Appointment

Congratulations! We welcome you to the global family of Dr.Reddy's Laboratories Ltd and are pleased to appoint you as Technical Trainee at band TT in our Business Unit Biologics based at Hyderabad, Telangana, India.

Your Target Total Compensation, including benefits will be INR **4,40,000 (Rupees Four Lakh Forty Thousand only)** per annum. The detailed breakup of the same is enclosed herewith in Annexure I.

We believe people seek to work with us not only for money or the job opportunity, but also for the culture and the overall work environment we offer. In this context, we are happy to let you know that the following are the key tenets of our employee value proposition:

- Become a part of a team that cares
- Enjoy professional freedom to create impact
- Learn continually, excel and grow
- Expect to be treated with respect

Above all, we hope you will share and be inspired by our purpose of making the world a healthier place. Because **Good Health Can't Wait.**

We thank you for your decision to work with us and we are making arrangements to welcome you on-board on or before **17-Jul-2023**. For any assistance you may need during your transition process please reach out to us at (welcome@drreddys.com, 07947171717 - Ext.1)

We wish you a fulfilling career, success and good health in your journey with us.

Best wishes,

For Dr.Reddy's Laboratories Ltd.

Sudeshna Mitra

Lead Talent Journey Ex and Performance

Encl:- Details of the policies and benefits applicable to you are captured in Annexure-I (Salary and Allowances), Annexure-II (Benefits), Annexure-III (Terms of employment) and Annexure-IV (Offer Acceptance)

Annexure-I

Name	Mahitha Pyla
Designation	Technical Trainee
Role Band	TT
HQ	Hyderabad, Telangana, India

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Leave Travel Allowance	8,333	1,00,000
Education Allowance	200	2,400
Minimum Guaranteed Bonus	3,933	47,200
Bonus / Ex-Gratia	700	8,400
Statutory Monthly Interim Bonus	700	8,400
Total Guaranteed Compensation	34,867	4,18,400
Provident Fund	1,800	21,600
Total Fixed Compensation	36,667	4,40,000
Target Total Compensation		4,40,000

Note:

- All your earnings are subject to tax deduction at source in accordance with applicable laws.
- Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and other relevant criteria.
- You will be entitled to statutory benefits such as Provident Fund, Gratuity etc., as per the applicability of the respective Acts.
- You and your family will be covered under the Group Medclaim Insurance for hospitalization with a sum insured as per the prevailing norms of the Group Medclaim Insurance Policy. A nominal amount by way of premium is recovered from your total salary, as per the company policy.
- You will be covered under the Employee Benevolent Fund, Term Life Insurance & Group Personal Accident policy. For the Employee Benevolent Fund; a nominal amount by way of contribution is recovered from your total salary, as per the company policy.
- The Bonus/Ex-Gratia is an annual salary component.

Benefits

Dr. Reddy's extends various benefits to its employees, which are subject to change from time to time as per Company policy.

Leave Benefit

We encourage you to plan some time off from work to recharge. For this you have 30 days of paid leave in a year. A year, in this context, is the financial year starting April and concluding on March of the next year.

Leave Entitlement

Two and a half days are added to your leave credit every month to make a bank of 30 days a year. You can prefix, suffix and include weekends and holidays when taking off because these holidays and weekly offs are not counted as leave. If you join mid- year, the calculations are on a pro-rata basis. If you join between the 1st and 15th of a month, you are credited 2.5 days of leave for that month. If you join after 15th, then you get 1.5 days credited for that month. Leave is automatically credited to your account for the year. You can check your leave credit on the portal. You can use the portal to mark attendance, apply for leave, check leave credit and leave approval status.

Leave Encashment

You will be eligible for leave encashment as per the company policy applicable.

Leave Travel Allowance

LTA is a part of your salary entitlement and shall be paid out to you on a monthly basis.

To claim tax exemption on your LTA, you need to take leave for at least one working day and should travel during that period. Domestic economy air fares and rail travel by all classes can be claimed under LTA, but not International travel.

You get a tax benefit on LTA only on the amount spent on you and your family's travel via the shortest route from point A to point B. For this, your claim needs to be supported by proof of travel and relevant bills. Typically, you get a tax break on LTA only twice in a block of four years. The other times you claim it, even if you have travelled and submitted bills, it will be taxed.

Paid Leave

Maternity benefits

All permanent women employees get 26 weeks of paid maternity leave. It can be taken pre- and post - delivery. In the case of pre - delivery leave, you can take up to eight weeks. Holidays and weekly offs falling in - between are counted as part of maternity leave. In case of an emergency such as a miscarriage, you can take six weeks of leave immediately following the date of the incident. You get an additional month of leave for illnesses arising out of pregnancy, delivery, premature birth of a child, or a miscarriage. If you adopt a child less than 3 years old, you can take up to 4 months of paid leave. If you adopt a child greater than 3 years, you may take up to 2 months of paid leave. Leave is sanctioned by your immediate supervisor, in consultation with the HR facilitator. Since the company will need to make replacement arrangements while you are on maternity leave, you need to inform in advance the period you plan to go on leave.

Time offs and Work from Home

Once you have had a baby, and are back to work, you can take up to two hours off every day for a year from the date of birth of the baby, in case you need to come in late or leave early to look after the baby. In case the nature of work assigned to you is of such nature that you may work from home, you may do so after availing of the maternity benefit and for such period and on such conditions as you and your supervisor may mutually agree.

Child-care

Most Dr.Reddy's Laboratories Ltd offices have a child-care facility where you can enrol your baby free of cost. It is staffed with competent care givers to look after your baby while you are at office.

Paternity benefits

New fathers can take up to 5 days of paid paternity leave within three months of a child's birth or adoption. You could combine this with regular leave and prefix or suffix it with weekends or declared holidays.

Medical Benefit

Everyone, with the exception of employees covered by the Employees State Insurance (ESI) Scheme, is covered under the Medical Insurance scheme. You are automatically enrolled into this scheme as soon as you become a permanent employee of the company.

Medical insurance

Your spouse / LGBTQ+ partner, dependent children and dependent parents/in-laws and you are covered under our Group Medclaim Policy. A nominal premium shall be recovered from you for covering your family. This policy is renewed on 1st September every year and is valid up to 31st August of the subsequent year. You will find specific information on this policy under Medclaim policy in our portal www.mydrreddys.com. This policy covers you for almost all eventualities of health emergencies that can arise so you get essential medical and financial support on time with least worries.

Accident and life insurance covers

You are also covered under our Group Personal Accident (GPA) and Group Term Life Insurance (GTLI) schemes. GPA covers you in cases of permanent and partial disablement or death by accident whereas the GTLI is a life insurance cover. This is provided over and above the TCC, the premium for which is paid by the company.

Salary Advance Entitlements & Repayment

You can take an interest-free salary advance from the company for a personal or professional eventuality. You can take up to one month's gross Total Cost to Company (TCC) as an advance. Taxes as applicable will be borne by you. You need to have a gap of six months from the date of repayment of the previous salary advance to take another one. You can repay the advance in a maximum of six equal, interest-free, monthly instalments. These will be automatically deducted from your salary once you choose the number of instalments you would like to repay in.

Annexure – III

Terms of employment

1. You would be required to sign an Employee Non- disclosure/Confidentiality Agreement with the Company at the time of joining.
2. You would also be required to sign a Conflict of Interest document with the Company. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of our manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your acting in any contract or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
3. During the term of your employment, you shall at all times comply with all applicable Company policies, procedures and general work related practices, as updated from time to time.
4. You will be on training for a period of One year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), the services can be terminated by the employee or the organization by giving each other a month's notice or one month's Basic salary in lieu of the notice period.
5. On satisfactory completion of the training period, your appointment will be confirmed in writing, and, thereafter your services shall cease at any time giving three months' notice in writing or payment of three month's salary on either side. In case no letter of confirmation is issued to you at the end of the training period, you will be deemed to continue on training for further period till your services are confirmed or terminated in writing as the case may be. The management reserves the right to accept your resignation and relieve you immediately by waving the notice.
6. You will be in full-time employment with the Company. You are liable to be transferred to any of our offices worldwide to any department, factory or establishment forming part of our Organization or associate companies due to career advancements opportunities, business exigencies, and you are required to abide by the working conditions and policies of the department, office or establishment concerned. As per the policy of the Company, we expect all our full-time employees to devote their full attention and effort to the business of the Company and to continuously develop their professional skill in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. So also, you will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation/image, or interests whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated, at the discretion of the management.
7. You will be responsible for the safe keeping and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
8. Your date of birth as recorded by the Company on the basis of documentary evidence produced by you at the time of your appointment is 08-Nov-2001. You are advised to take note that this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
9. As per the Company's policy, the age for superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
10. This contract of employment is terminable with or without any reason by either party giving 90 days notice in writing.
11. The Company reserves the right to pay or recover pay-off in lieu of the notice period. Further, the Company may, at its sole discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.
12. Unauthorized absence for a period equal to more than 10 consecutive working days without timely or acceptable prior notification to supervisor or HR , or, your decision to be absent even though supervisor permission was not granted will be deemed as 'absconding'. The company in such cases reserves the right to terminate your services without giving any notice or salary in lieu of notice and initiate suitable action as deemed fit.
13. In case you leave the organization within a period of one year from the date of joining, the company reserves the right to recover all the relocation/notice period expenses incurred on at the time of joining.
14. You are required to comply with the company's Code of Business conduct and Ethics (COBE). In the event you violate any COBE regulation, you shall be subject to an enquiry and if proven guilty, be subject to disciplinary action by the Company including without limitation termination of your services with immediate effect. Nothing in this offer letter shall render the Company liable to reimburse you or any other person any gifts or payments, offered, paid or promised in violation of COBE.

15. Any disputes arising out of and/or related to your employment with the Company shall be subject to the court located in Hyderabad City jurisdiction.



Annexure – IV

Acceptance of Appointment

I confirm that I have read, understood and hereby accept the terms and conditions mentioned in this Appointment Letter together with its annexures. I hereby declare that details furnished by me in all the documents (hard and soft copy/copies) including but not limited to my resume, job application form and all supporting documents (“Documents”) to Dr. Reddy’s are true and correct to the best of my knowledge.

It is hereby understood that Dr. Reddy’s only hires candidates from universities and institutes recognized by the University Grants Commission, All India Council for Technical Education or equivalent certifying bodies. Further, I understand that Dr. Reddy’s may at its discretion, conduct a background check (including criminal history and identity check) to verify information, qualification and Documents furnished by me, and that this Appointment Letter is subject to a successful outcome of such background check.

I hereby authorize Dr. Reddy’s (or a third party agent duly appointed by Dr. Reddy’s) to contact any former employers as indicated in the Documents and carry out all background checks as deemed appropriate through this selection procedure. I authorize all persons who may have information relevant to the verification to make required disclosures to Dr. Reddy’s or its representatives/agents.

I acknowledge and agree that providing any false information may result in a decision not to hire me or if hired, may result in termination of my employment without any further enquiry, payment or liability on Dr. Reddy’s. Further, I understand that Dr. Reddy’s may at its sole discretion publish any false information furnished by me.

In addition, I understand and agree that Dr. Reddy’s has rights to seek any legal remedies including indemnification and damages incurred due to my actions/Documents furnished by me, for any loss caused to Dr. Reddy’s as a result of any such false information. I understand that this Appointment Letter is subject to a successful background check and my medical fitness (for which I am required to undergo a medical examination as per the tests prescribed by Dr. Reddy’s).

I also agree that any discussion related to compensation is to be taken up only with the authorised undersigned. I undertake that there would be no breach of the confidentiality provisions hereunder. I hereby accept the employment subject to the terms and conditions of this Appointment Letter.

My expected date of joining the organization would be 17-Jul-2023 . Any change in my expected date of joining would be informed and shall be duly approved by Dr. Reddy’s.

Name : Mahitha Pyla

Date : 28-Jul-2023

Place : Flat no 402,4th floor Vaishnavi lakshmi residency, road no 4 krcc colony, Bachupally, Hyderabad,500090.

Note : - - Please return one (1) duly signed copy of this offer to Dr. Reddy’s through scan or hard copy as a token of your acceptance on or before ten (10) days from the date of receipt of Appointment Letter, failing which, this offer will stand automatically withdrawn.

Date: 09-Nov-2022

Name: MANISHA GAVINI

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear MANISHA GAVINI,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

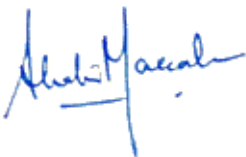
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.


We welcome you to the MINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,
For MINDTREE Ltd.



Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

I have read the letter and accept the same.


MANISHA REDDY (Nov 9, 2022 08:54 GMT+5.5)

Nov 9, 2022

ANNEXURE-1

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA * For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process * All backlogs (if any) must be cleared <u>with the final semester exams</u> . All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) * Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Mindtree

A Larsen & Toubro Group Company

Eligibility for Maternity Leave:


As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery



Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:


[MANISHA REDDY \(Nov 9, 2022 08:54 GMT+5.5\)](#)

Name:

MANISHA GAVINI

Institute Name:

CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No:

8919502901

Date of interview process:

18-Sep-2022

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

**ANNEXURE-3****Name : MANISHA GAVINI****Salary Grade : C1****Date: 09-Nov-2022**

Components	INR p.a.	INR p.m.
Basic	180,000.00	15,000.00
Bouquet of Benefits*	161,040.00	13,420.00
Statutory Bonus	21,000.00	1,750.00
A. Base Salary (p.a.)	362,040.00	30,170.00
Annual Incentive (p.a.)	0.00	
B. Total Variable (p.a.)	0.00	
C. TTC (p.a.)	362,040.00	
Provident Fund (PF)	21,600.00	1,800.00
Gratuity	8,664.00	722.00
Mediclaime Premium	7,704.00	
D. Retirals & Other Benefits	37,968.00	
Cost to Company (CTC) C + D	400,008.00	



Medical Insurance Premium:

The Group Mediciclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



Mindtree

A Larsen & Toubro Group Company

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : 
MANISHA REDDY (Nov 9, 2022 08:54 GMT+5:30)

Name : MANISHA REDDY

Date : Nov 9, 2022



Mindtree – LTI Amalgamation

Dear MANISHA GAVINI

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

- Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

Talent Acquisition Team

Mindtree






Mindtree Offer Letter

Final Audit Report

2022-11-09

Created:	2022-11-09
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAApyELHIVu8id_y9PMzVZ4pVgO-crXNoBL

"Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-11-09 - 1:44:31 AM GMT- IP address: 20.44.36.221
-  Waiting for Signature by gavinimanishareddy@gmail.com
2022-11-09 - 1:44:35 AM GMT
-  Signer gavinimanishareddy@gmail.com entered name at signing as MANISHA REDDY
2022-11-09 - 3:24:38 AM GMT- IP address: 49.37.130.193
-  Document e-signed by MANISHA REDDY (gavinimanishareddy@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2022-11-09 - 3:24:40 AM GMT - Time Source: server- IP address: 49.37.130.193
-  Agreement completed.
2022-11-09 - 3:24:40 AM GMT



**OFFER LETTER
(PRIVATE & CONFIDENTIAL)**

Thursday, 09 Nov 2023

To,
Navya Sree D,
Hyderabad.

Dear Navya Sree,

Thank you for your keen interest shown in joining us as *an Intern*, with T-Hub and we are happy to confirm your internship with us.

Your start date will be *Thursday, 09 Nov 2023*. Your internship period has been approved till *09 Apr 2024* with a stipend of *Rs. 25,000/- (Rupees Twentyfive Thousand only per month)*. During your internship period, you will be subject to the work norms of T-Hub and its values and will be required to sign a non-disclosure agreement (NDA). Upon successful completion of your Internship, you will be given an internship certificate.

T-Hub will have the rights to alter the terms and conditions, including termination/withdrawal of the internship on the basis of business realities, performance failure and related circumstances at any point of time.

Yours Truly
For T-Hub Foundation

D.K.S. Pavan Kumar

Pavan Kumar
HR Manager



I accept the above terms of offer and, I would fulfil the formalities as per the timelines to join as per the above letter issued to me.

Signature: *Navya Sree*

Name in Block Letters: *DUGGI REDDY NAVYA SREE*
Date: *09 Nov 2023*

Plot No 1/C, Sy No 83/1, Raidurgam Panmaktha, Hyderabad Knowledge City,
Serilingampally, Ranga Reddy, Hyderabad, Telangana - 500081
Tel : +91 40 6639 6639 Email : connect@t-hub.co Website : www.t-hub.co



Aurigene Pharmaceutical Services Limited
1-75/1, Sy. No. 195 & 198/2/A,
Bollaram Road, Miyapur,
Hyderabad – 500 049,
Telangana, India

Tel: +91 40 4465 8888
Fax: +91 40 4465 8699
Email: contactapsl@aurigeneservices.com
www.aurigeneservices.com

Dear Rohini Reddy Venkannagari

Congratulations!

Based on our interaction with you, we are pleased to offer you a role **Technical Trainee - CDMO Biologics** at role band **TT**, based out of **Hyderabad**.

In terms of Target Total Compensation (TTC) we are offering you **Rs 4,00,000/- (Rupees Four Lakh Only)**. per annum.

The details of your compensation break-up is provided below. You will be entitled to additional benefits as are generally extended to the employees of APSL at your Role Band.

Annexure - I

Salary and Allowances

Name : Rohini Reddy Venkannagari
Role Title : Technical Trainee - CDMO Biologics
Role Band : TT

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Education Allowance	200	2,400
Minimum Guaranteed Bonus	8,933	1,07,200
Statutory Monthly Interim Bonus (Only if present in structure as per calculator)	700	8,400
Bonus/ Ex Gratia	700	8,400
Total Guaranteed Compensation	31,533	3,78,400
Provident Fund	1,800	21,600
Total Fixed Compensation	33,333	4,00,000
Target Total Compensation		4,00,000

If you have any queries on the offer, please feel free to discuss the same with me. As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer **within 24 hours of receipt of this email**.

Registered Office:- 39-40, KIADB Industrial Area, Electronic City Phase-II, Hosur Road, Bengaluru, Karnataka, India - 560 100 CIN No.

U74999KA2019PLC127964

As part of the joining formalities, you will be required to undergo a pre-employment medical checkup as per the prescribed tests. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any of the attached SRL diagnostic centers and carry a copy of the Pre-employment Authorization letter and medical form without fail, along with a passport-sized photograph and photo identification proof (PAN card / Driving License / Passport).

On your date of joining, please ensure to carry the documents mentioned below - both originals & photocopies. Original documents are mandatorily needed at the time of joining and will be returned immediately upon verification.

- A. Date of Birth certificate
- B. Educational Qualifications (Provisional or final certificates of all qualifications obtained from SSC to date)
- C. Salary particulars of previous employment (if applicable), and, Relieving Letter / Experience Letter from all your previous employers (including the organization you're joining us from).
- D. PF, EPF and SA account numbers along with Company code number if you are a member.
- E. Form 16 (Income Tax Act) or provisional certificate in lieu of the same from the previous employer (if applicable).
- F. 4 passport size photographs of yourself at the time of joining.
- G. Medical reports and fitness certificate (if tests not undertaken at SRL)
- H. PAN card copy. (Mandatory at the time of joining.)
- I. Aadhar Card Copy
- J. 1 cancelled cheque leaf in case you are holding a Bank account with ICICI or HDFC
- K. Mail approval for notice period reimbursement (If applicable). This should be taken 30 days before joining, in advance.

Note:

- (a) Your compensation details are **confidential** and you may discuss it **only** with the undersigned in case of any clarification.
- (b) To know more about APSL please visit us at www.aurigeneservices.com

We are glad to have you join us in this journey.

Joining Location:

Hyderabad

Time: 05-Jun-2023 & 8:30 Am

Please feel free to reach Chandan Sahoo (Mob. No. 9248610017/ chandankumars@drreddys.com) for getting support relating to Relocation.

For any other queries regarding accommodation & others, please reach out to us @ 7330624247 / 8977911681 / apslta@aurigeneservices.com

Warm regards,

TAT Team – APSL





Letter of Offer

24th August 2023

Dear **Ms. Ruthika Rasala**,

Welcome to Brane Services Private Limited!

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 25th August 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **1st September 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 7,00,000/-** and the monthly emoluments before deductions will be **Rs. 55,411/-**. The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



Non-Conflict and Confidentiality Agreement

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

Documentation

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

Probation

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

Termination

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

Your Information

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with leadership@braneServices.com

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,
for **Brane Services Private Limited**

Raghava Avvari
HR Head

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



ANNEXURE-I

1. Working hours and Work Timings:

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

2. Leaves:

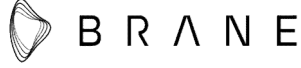
You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

3. Background Verification:

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



CTC Per Annum	7,00,000
Monthly CTC	58,333

Annexure - A		
Name: Ruthika Rasala	DOJ: 1st September 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
A) Monthly Salary Components	INR P.M.	INR P.A.
Basic	23,333	2,79,996
House Rent Allowance	9,333	1,11,996
LTA	2,309	27,705
Special Allowance Per Month	20,436	2,45,234
Monthly emoluments before deductions: (A)	55,411	6,64,932
B) Long term Benefits		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	1,122	13,468
Total(B)	2,922	35,068
COST TO ORGANIZATION (A+B)		7,00,000

*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.
* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Accepted

Name & Signature:

Authorized Signatory

Date:

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi TG-500081



15-Sep-2023

Dear Sai Sahithi Malleboyina,
B.Tech, BioTechnology Engineering
Chaitanya Bharathi Institute of Technology, Hyderabad

Candidate ID – 26438526

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**.

During your probation period of 12 months which includes your training program as applicable post joining as a full-time employee, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

2. Prior to commencing employment with Cognizant, you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be put into an additional training. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

5. Your on-boarding as a full-time employee is aligned to a business requirement and will be between **July 2023 and August 2024**. You will be required to report at the location based on the business requirement and on the given date of joining.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Annexure A

Compensation and Benefits

Name: Sai Malleboyina	Designation: Programmer Analyst Trainee
------------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
Annual Gross Compensation			359,988
	Incentive Indication (per annum)**		22,500
Annual Total Compensation			382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
Annual Total Remuneration			401,988

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Annexure B

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Sai Sahithi Malleboyina, 23, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.
- d. You shall be flexible enough to take up the assigned role based on business requirement

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or

violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

- a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
- b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
 - Non-adherence to Associate Deployment Pool Policy
 - Violation of Social Media Policy or Conflict of Interest Policy
 - Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
 - Insubordination or failure to comply with the directions given to you by persons so authorized
 - Insolvency or conviction for any offence involving moral turpitude
 - Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Sai Sahithi Malleboyina



Maya Sreekumar

Vice President – Human Resources

I have read, understood and accept the above mentioned terms and conditions.

Signature:

Date:



Aurigene Pharmaceutical Services Limited
1-75/1, Sy. No. 195 & 198/2/A,
Bollaram Road, Miyapur,
Hyderabad – 500 049,
Telangana, India

Tel: +91 40 4465 8888
Fax: +91 40 4465 8699
Email: contactapsl@aurigeneservices.com
www.aurigeneservices.com

Dear Samhitha Cheruku

Congratulations!

Based on our interaction with you, we are pleased to offer you a role **Technical Trainee - CDMO Biologics** at role band **TT**, based out of **Hyderabad**.

In terms of Target Total Compensation (TTC) we are offering you **Rs 4,00,000/- (Rupees Four Lakh Only)**. per annum.

The details of your compensation break-up is provided below. You will be entitled to additional benefits as are generally extended to the employees of APSL at your Role Band.

Annexure - I

Salary and Allowances

Name : Samhitha Cheruku
Role Title : Technical Trainee - CDMO Biologics
Role Band : TT

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Education Allowance	200	2,400
Minimum Guaranteed Bonus	8,933	1,07,200
Statutory Monthly Interim Bonus (Only if present in structure as per calculator)	700	8,400
Bonus/ Ex Gratia	700	8,400
Total Guaranteed Compensation	31,533	3,78,400
Provident Fund	1,800	21,600
Total Fixed Compensation	33,333	4,00,000
Target Total Compensation		4,00,000

If you have any queries on the offer, please feel free to discuss the same with me. As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer **within 24 hours of receipt of this email**.

Registered Office:- 39-40, KIADB Industrial Area, Electronic City Phase-II, Hosur Road, Bengaluru, Karnataka, India - 560 100 CIN No.

U74999KA2019PLC127964

As part of the joining formalities, you will be required to undergo a pre-employment medical checkup as per the prescribed tests. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any of the attached SRL diagnostic centers and carry a copy of the Pre-employment Authorization letter and medical form without fail, along with a passport-sized photograph and photo identification proof (PAN card / Driving License / Passport).

On your date of joining, please ensure to carry the documents mentioned below - both originals & photocopies. Original documents are mandatorily needed at the time of joining and will be returned immediately upon verification.

- A. Date of Birth certificate
- B. Educational Qualifications (Provisional or final certificates of all qualifications obtained from SSC to date)
- C. Salary particulars of previous employment (if applicable), and, Relieving Letter / Experience Letter from all your previous employers (including the organization you're joining us from).
- D. PF, EPF and SA account numbers along with Company code number if you are a member.
- E. Form 16 (Income Tax Act) or provisional certificate in lieu of the same from the previous employer (if applicable).
- F. 4 passport size photographs of yourself at the time of joining.
- G. Medical reports and fitness certificate (if tests not undertaken at SRL)
- H. PAN card copy. (Mandatory at the time of joining.)
- I. Aadhar Card Copy
- J. 1 cancelled cheque leaf in case you are holding a Bank account with ICICI or HDFC
- K. Mail approval for notice period reimbursement (If applicable). This should be taken 30 days before joining, in advance.

Note:

- (a) Your compensation details are **confidential** and you may discuss it **only** with the undersigned in case of any clarification.
- (b) To know more about APSL please visit us at www.aurigeneservices.com

We are glad to have you join us in this journey.

Joining Location:

Hyderabad

Time: 05-Jun-2023 & 8:30 Am

Please feel free to reach Chandan Sahoo (Mob. No. 9248610017/ chandankumars@drreddys.com) for getting support relating to Relocation.

For any other queries regarding accommodation & others, please reach out to us @ 7330624247 / 8977911681 / apslta@aurigeneservices.com

Warm regards,

TAT Team - APSL





Letter of Offer

24th August 2023

Dear Ms. Sanjana Kankipati,

Welcome to Brane Services Private Limited!

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 25th August 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **1st September 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 7,00,000/-** and the monthly emoluments before deductions will be **Rs. 55,411/-**. The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



Non-Conflict and Confidentiality Agreement

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

Documentation

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

Probation

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

Termination

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

Your Information

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with leadership@braneServices.com

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,
for **Brane Services Private Limited**

Raghava Avvari
HR Head

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



ANNEXURE-I

1. Working hours and Work Timings:

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

2. Leaves:

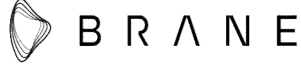
You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

3. Background Verification:

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



CTC Per Annum	7,00,000
Monthly CTC	58,333

Annexure - A		
Name: Sanjana Kankipati	DOJ: 1st September 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
A) Monthly Salary Components	INR P.M.	INR P.A.
Basic	23,333	2,79,996
House Rent Allowance	9,333	1,11,996
LTA	2,309	27,705
Special Allowance Per Month	20,436	2,45,234
Monthly emoluments before deductions: (A)	55,411	6,64,932
B) Long term Benefits		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	1,122	13,468
Total(B)	2,922	35,068
COST TO ORGANIZATION (A+B)		7,00,000

*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.
* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Authorized Signatory

Accepted

Name & Signature:

Sanjana Kankipati

Date: 25th august 2023

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi TG-500081

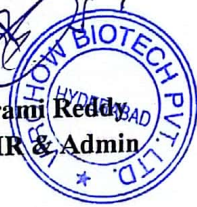
TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Ms. Shaik Nousheen**, Roll NO (160119805025) Student of B tech Biotech, Chaitanya Bharati Institute of Technology, has successfully undergone internship programme beginning from Jan-2023 to June-2023 in QC Department in Virchow biotech Private Limited under guidance of Mr.Koti Reddy – QC . This work is the property of Virchow Biotech Private Limited, Hyderabad. It should not be published or copied further without permission.

Her candidature during the Project was satisfactory and we wish her all success in future endeavors.

Regards
For Virchow Biotech Pvt. Ltd.

P.Raghuram Reddy
AGM – HR & Admin



Factory : Survey No. 172 Part, Gagillapur Village, Dundigal Gandimaisamma Mandal,
Medchal-Malkajgiri District, Telangana - 500 043, INDIA.

Phone : 09700017820, 09700017883 E-mail : hr@virchowbiotech.com, regulatory.vbpl@gmail.com

Head Office : # 319 & 320, IIIrd Floor, Swamy Ayyappa Co-op. Housing Society Ltd, Madhapur, Hyderabad-500 081.

Phone : +91-40-23119481, Fax : +91-40-23119486. **GSTIN : 36AABCV2578A1ZI**



Aurigene Pharmaceutical Services Limited
1-75/1, Sy. No. 195 & 198/2/A,
Bollaram Road, Miyapur,
Hyderabad – 500 049,
Telangana, India

Tel: +91 40 4465 8888
Fax: +91 40 4465 8699
Email: contactapsl@aurigeneservices.com
www.aurigeneservices.com

Dear Hazari Shivani

Congratulations!

Based on our interaction with you, we are pleased to offer you a role **Technical Trainee - CDMO Biologics** at role band **TT**, based out of **Hyderabad**.

In terms of Target Total Compensation (TTC) we are offering you **Rs 4,00,000/- (Rupees Four Lakh Only)**. per annum.

The details of your compensation break-up is provided below. You will be entitled to additional benefits as are generally extended to the employees of APSL at your Role Band.

Annexure - I

Salary and Allowances

Name : Hazari Shivani
Role Title : Technical Trainee - CDMO Biologics
Role Band : TT

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Education Allowance	200	2,400
Minimum Guaranteed Bonus	8,933	1,07,200
Statutory Monthly Interim Bonus (Only if present in structure as per calculator)	700	8,400
Bonus/ Ex Gratia	700	8,400
Total Guaranteed Compensation	31,533	3,78,400
Provident Fund	1,800	21,600
Total Fixed Compensation	33,333	4,00,000
Target Total Compensation		4,00,000

If you have any queries on the offer, please feel free to discuss the same with me. As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer **within 24 hours of receipt of this email**.

Registered Office:- 39-40, KIADB Industrial Area, Electronic City Phase-II, Hosur Road, Bengaluru, Karnataka, India - 560 100 CIN No.

U74999KA2019PLC127964

As part of the joining formalities, you will be required to undergo a pre-employment medical checkup as per the prescribed tests. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any of the attached SRL diagnostic centers and carry a copy of the Pre-employment Authorization letter and medical form without fail, along with a passport-sized photograph and photo identification proof (PAN card / Driving License / Passport).

On your date of joining, please ensure to carry the documents mentioned below - both originals & photocopies. Original documents are mandatorily needed at the time of joining and will be returned immediately upon verification.

- A. Date of Birth certificate
- B. Educational Qualifications (Provisional or final certificates of all qualifications obtained from SSC to date)
- C. Salary particulars of previous employment (if applicable), and, Relieving Letter / Experience Letter from all your previous employers (including the organization you're joining us from).
- D. PF, EPF and SA account numbers along with Company code number if you are a member.
- E. Form 16 (Income Tax Act) or provisional certificate in lieu of the same from the previous employer (if applicable).
- F. 4 passport size photographs of yourself at the time of joining.
- G. Medical reports and fitness certificate (if tests not undertaken at SRL)
- H. PAN card copy. (Mandatory at the time of joining.)
- I. Aadhar Card Copy
- J. 1 cancelled cheque leaf in case you are holding a Bank account with ICICI or HDFC
- K. Mail approval for notice period reimbursement (If applicable). This should be taken 30 days before joining, in advance.

Note:

- (a) Your compensation details are **confidential** and you may discuss it **only** with the undersigned in case of any clarification.
- (b) To know more about APSL please visit us at www.aurigeneservices.com

We are glad to have you join us in this journey.

Joining Location:

Hyderabad

Time: 05-Jun-2023 & 8:30 Am

Please feel free to reach Chandan Sahoo (Mob. No. 9248610017/ chandankumars@drreddys.com) for getting support relating to Relocation.

For any other queries regarding accommodation & others, please reach out to us @ 7330624247 / 8977911681 / apslta@aurigeneservices.com

Warm regards,

TAT Team – APSL



SYMED LABS LIMITED

Corp. Office : 8-2-293/174/3, Beside BN Reddy Colony, Road No. 14, Banjara Hills,
Hyderabad-500 034, Telangana, INDIA. Tel : +91 40 23635000, Fax : +91 40 23549428.
URL : <http://www.symedlabs.com>, CIN No. U24231TG1998PLC029961

Date: 04-05-2023

Ref: - Symedlabs-OL-3842

To
Ms. Shivanmitha Gudipati,
Contact No: 8978522399

Dear Shivanmitha Gudipati

LETTER OF OFFER

We are pleased to offer you the position of **Tr Supervisor – Microbiology** at our **Unit I** Situated at **Bonthapally**, on the following terms and conditions mutually discussed and agreed.

1. This Offer letter will take effect from the day of your joining the Company, which should not be later than **15-05-2023**. Non acceptance before the stipulated date shall make this offer redundant automatically.
2. Our detailed Appointment letter containing terms and conditions and your salary structure will be given along with your appointment letter. You should note that the salaries are consolidated.
3. Your appointment is conditional upon your being certified medically fit by doctor.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

◆ **You are requested to submit the following documents, which are mandatory, at the time of joining. Appointment letter will not be issued in absence of any of these documents.**

- 1) Doctor's Certificate certifying medical fitness along with blood group.
- 2) Photocopies of all educational certificates (right from SSC), mark sheets (including all semesters) and service certificates from all the previous employers. Please bring originals for the verification.
- 3) Any document issued by your last employer that shows that you have been relieved from their services, Latest 3 month's Pay slip from your previous Employer and Latest 6 Months Bank Statement.
- 4) Five pass port size and one stamp size of recent photographs.

You are requested to report at Corporate/Admin office address by **9:30 am**. Please ask at front office to complete joining formalities.

Looking forward to having you onboard

With warm regards,
For Symed Labs Limited


Mohan Vege
Head -HR&Admin

I accept the above offer and my date of joining is: _____

Name: _____ Date: _____

Signature: _____

Annexure - A	
CTC Particulars	
Employee Name :	Shivanmitha
Designation:	Trainee
Department:	Microbiology
Location:	Unit I
Particulars	Amount
<u>A. Monthly Salary</u>	
Basic	8,000
HRA	3,200
Conveyance	3,200
Performance allowance	1,600
Attendance Bonus*	-
Monthly Gross (A)	16,000
<u>B. Annual Benefits</u>	
Bonus/Exgratia	1,400
Performance Bonus	
Sub Total (B)	1,400
<u>C. Retirement Benefits</u>	
P.F 12%	1,800
Gratuity 4.81%	385
ESI Management Contribution	520
Sub Total (C)	2,705
<u>D. Other Benefits</u>	
Meals Expenses	1,000
Medical Insurance	
Group Personal Accident Insurance Coverage	
Sub Total (D)	1,000
Grand Total (A+B+C+D) Per Month	21,105
CTC Per Annum	2,53,260
Deduction:	
PT	150
PF	1,800
ESI	120
Meals	275
Note :	
* Attendance Bonus will pay as per Company Attendance Bonus Rules	
* Annual Performance Bonus payout is based on company and individual Performance as per the policy	
* Any tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules	

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date: 06/23/2023

Kothamasu Sri Harshini

C11954496

**flat number 203, shallasiri nivas, tv colony,vanasthalpuram,hyderabd
9490548075**

Dear Kothamasu Sri Harshini,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Jun-2023

1

Candidate's Signature

Sri Harshini

Reference Id: ca2348a2-1d6e-4996-933e-db9137fdd975_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary and complete information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

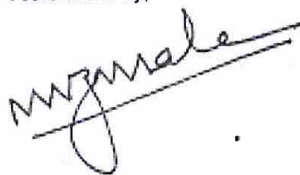
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED



Kothamasu Sri Harshini



ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	Annual (INR)
(A) Annual Fixed Compensation	3,83,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	32,500/-
Maximum Annual Total earning potential(A+B)	4,15,500/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 460700/-

(E)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(F)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your

indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C)Joining Bonus:

You would receive a discretionary joining bonus of INR 25,000/- in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by

Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to

company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:



Kothamasu Sri Harshini

Date: 24/08/2023

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Date: 09-Nov-2022

Name: SRUTHI SOMPURAM

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear SRUTHI SOMPURAM,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

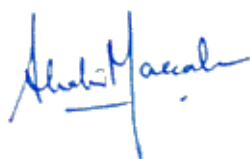
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the MINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,
For MINDTREE Ltd.



Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

I have read the letter and accept the same.


sruthireddy (Nov 11, 2022 07:18 GMT+5.5)

Nov 11, 2022

ANNEXURE-1

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA * For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process * All backlogs (if any) must be cleared <u>with the final semester exams</u> . All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) * Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Mindtree

A Larsen & Toubro Group Company

Eligibility for Maternity Leave:

As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery



Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:

sruthireddy
sruthireddy (Nov 11, 2022 07:18 GMT+5.5)

Name:

SRUTHI SOMPURAM

Institute Name:

CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No:

9440048919

Date of interview process:

18-Sep-2022

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

**ANNEXURE-3****Name : SRUTHI SOMPURAM**
Salary Grade : C1**Date: 09-Nov-2022**

Components	INR p.a.	INR p.m.
Basic	180,000.00	15,000.00
Bouquet of Benefits*	161,040.00	13,420.00
Statutory Bonus	21,000.00	1,750.00
A. Base Salary (p.a.)	362,040.00	30,170.00
Annual Incentive (p.a.)	0.00	
B. Total Variable (p.a.)	0.00	
C. TTC (p.a.)	362,040.00	
Provident Fund (PF)	21,600.00	1,800.00
Gratuity	8,664.00	722.00
Medicclaim Premium	7,704.00	
D. Retirals & Other Benefits	37,968.00	
Cost to Company (CTC) C + D	400,008.00	



Medical Insurance Premium:

The Group Mediciclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : 
sruthireddy (Nov 11, 2022 07:18 GMT+5.5)

Name : SRUTHI REDDY SOMI

Date : Nov 11, 2022



Mindtree – LTI Amalgamation

Dear SRUTHI SOMPURAM

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

- Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

Talent Acquisition Team

Mindtree

Getting businesses +
to the **future, faster.**






Mindtree Offer Letter

Final Audit Report

2022-11-11

Created:	2022-11-09
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAM_RyjqiX7xANwO0QqkogzOYxriTEIQo3

"Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-11-09 - 1:56:46 PM GMT- IP address: 20.44.36.221
-  Waiting for Signature by sruthireddy2620014@gmail.com
2022-11-09 - 1:56:51 PM GMT
-  Signer sruthireddy2620014@gmail.com entered name at signing as sruthireddy
2022-11-11 - 1:48:50 AM GMT- IP address: 106.200.154.204
-  Document e-signed by sruthireddy (sruthireddy2620014@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2022-11-11 - 1:48:52 AM GMT - Time Source: server- IP address: 106.200.154.204
-  Agreement completed.
2022-11-11 - 1:48:52 AM GMT



Letter of Offer

24th August 2023

Dear **Ms. Vaishnavi Mokkalpati**,

Welcome to Brane Services Private Limited!

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 25th August 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **1st September 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 7,00,000/-** and the monthly emoluments before deductions will be **Rs. 55,411/-**. The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



Non-Conflict and Confidentiality Agreement

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

Documentation

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

Probation

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

Termination

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

Your Information

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with leadership@braneServices.com

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,
for **Brane Services Private Limited**

Raghava Avvari
HR Head

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



ANNEXURE-I

1. Working hours and Work Timings:

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

2. Leaves:

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

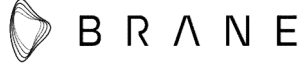
3. Background Verification:

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



CTC Per Annum	7,00,000
Monthly CTC	58,333

Annexure - A		
Name: Vaishnavi Mokkaapati	DOJ: 1st September 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
A) Monthly Salary Components	INR P.M.	INR P.A.
Basic	23,333	2,79,996
House Rent Allowance	9,333	1,11,996
LTA	2,309	27,705
Special Allowance Per Month	20,436	2,45,234
Monthly emoluments before deductions: (A)	55,411	6,64,932
B) Long term Benefits		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	1,122	13,468
Total(B)	2,922	35,068
COST TO ORGANIZATION (A+B)		7,00,000

*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.
* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Authorized Signatory

Accepted

Name & Signature:

Date:

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi TG-500081



Letter of Offer

24th August 2023

Dear Ms. Vaishnavi Punna,

Welcome to Brane Services Private Limited!

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 25th August 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **1st September 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 7,00,000/-** and the monthly emoluments before deductions will be **Rs. 55,411/-**. The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



Non-Conflict and Confidentiality Agreement

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

Documentation

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

Probation

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

Termination

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

Your Information

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with leadership@braneServices.com

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,
for **Brane Services Private Limited**

Raghava Avvari
HR Head

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



ANNEXURE-I

1. Working hours and Work Timings:

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

2. Leaves:

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

3. Background Verification:

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



Internship Offer Letter- VBPL - Gagillapur

1 message

HR <hr@virchowbiotech.com>

Mon, 9 Jan 2023 at 11:51 am

To: vamshipriya.bvp@gmail.com <vamshipriya.bvp@gmail.com>

Cc: Raghu <raghu@virchowbiotech.com>, V S Ramakrishna Rao K <ramakrishna.rao@virchowbiotech.com>, Anil G <anil.g@virchowbiotech.com>, suryanarayana vedula venkata <Venkatasuryanarayana@gmail.com>, ugs19035bio.vamsi@cbit.ac.in <ugs19035bio.vamsi@cbit.ac.in>

Dear Ms. Vamshipriya,

we are pleased to inform you that your profile was selected for an internship as a Trainee in the department of R&D Biologics at Virchow Biotech Pvt Ltd ,was reviewed and you have been selected for the position. You will be working with us in the direction of department Head to execute daily activities and more you need to follow the below said terms and condition .

1. You will have to work for 6 Months from Jan'23-June'23 .
2. You need to follow office timings which will be explained at the time of joining .
3. As per our company norms You will be paid 8,000/- Stipend per month.
4. You will be provided with a final certificate and may consider for employment based upon completion of internship period & mutual satisfaction.

Please acknowledge the receipt of this letter and confirm the Expected Date of Joining is 16.01.2023.

For any queries feel free to contact me on +91 9154152929.

Best Regards

U Priyanka | Asst.Manager | Human Resource |

Address: Survey No. 172, Gagillapur, Dundigal Mandal, Medchal Dist., Hyderabad - 500043, INDIA ,

Mobile: **+91-9700017820, +91-9700017883.**

From: HR <hr@virchowbiotech.com>
Date: Mon, Jan 9, 2023, 12:52
Subject: Internship Offer Letter- VBPL - Gagillapur
To: varshiniupputerla@gmail.com <varshiniupputerla@gmail.com>
Cc: Raghu <raghu@virchowbiotech.com>, V S Ramakrishna Rao K <ramakrishna.rao@virchowbiotech.com>, Anil G <anil.g@virchowbiotech.com>, suryanarayana vedula venkata <Venkatasuryanarayana@gmail.com>

Dear Ms. Varshini.U,

we are pleased to inform you that your profile was selected for an internship as a Trainee in the department of R&D Biologics at Virchow Biotech Pvt Ltd ,was reviewed and you have been selected for the position. You will be working with us in the direction of department Head to execute daily activities and more you need to follow the below said terms and condition .

1. You will have to work for 6 Months from Jan'23-June'23 .
2. You need to follow office timings which will be explained at the time of joining .
3. As per our company norms You will be paid 8,000/- Stipend per month.
4. You will be provided with a final certificate and may consider for employment based upon completion of internship period & mutual satisfaction.

Please acknowledge the receipt of this letter and confirm the Expected Date of Joining is 16.01.2023.

For any queries feel free to contact me on +91 9154152929.

Best Regards

U Priyanka | Asst. Manager | Human Resource |

Address: Survey No. 172, Gagillapur, Dundigal Mandal, Medchal Dist., Hyderabad - 500043, INDIA .

Mobile: +91-9700017820, +91-9700017883.



Aurigene Pharmaceutical Services Limited
1-75/1, Sy. No. 195 & 198/2/A,
Bollaram Road, Miyapur,
Hyderabad – 500 049,
Telangana, India

Tel: +91 40 4465 8888
Fax: +91 40 4465 8699
Email: contactapsl@aurigeneservices.com
www.aurigeneservices.com

Dear Veniya Golthi

Congratulations!

Based on our interaction with you, we are pleased to offer you a role **Technical Trainee - CDMO Biologics** at role band **TT**, based out of **Hyderabad**.

In terms of Target Total Compensation (TTC) we are offering you **Rs 4,00,000/- (Rupees Four Lakh Only)**. per annum.

The details of your compensation break-up is provided below. You will be entitled to additional benefits as are generally extended to the employees of APSL at your Role Band.

Annexure - I

Salary and Allowances

Name : Veniya Golthi
Role Title : Technical Trainee - CDMO Biologics
Role Band : TT

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Education Allowance	200	2,400
Minimum Guaranteed Bonus	8,933	1,07,200
Statutory Monthly Interim Bonus (Only if present in structure as per calculator)	700	8,400
Bonus/ Ex Gratia	700	8,400
Total Guaranteed Compensation	31,533	3,78,400
Provident Fund	1,800	21,600
Total Fixed Compensation	33,333	4,00,000
Target Total Compensation		4,00,000

If you have any queries on the offer, please feel free to discuss the same with me. As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer **within 24 hours of receipt of this email**.

Registered Office:- 39-40, KIADB Industrial Area, Electronic City Phase-II, Hosur Road, Bengaluru, Karnataka, India - 560 100 CIN No.

U74999KA2019PLC127964

As part of the joining formalities, you will be required to undergo a pre-employment medical checkup as per the prescribed tests. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any of the attached SRL diagnostic centers and carry a copy of the Pre-employment Authorization letter and medical form without fail, along with a passport-sized photograph and photo identification proof (PAN card / Driving License / Passport).

On your date of joining, please ensure to carry the documents mentioned below - both originals & photocopies. Original documents are mandatorily needed at the time of joining and will be returned immediately upon verification.

- A. Date of Birth certificate
- B. Educational Qualifications (Provisional or final certificates of all qualifications obtained from SSC to date)
- C. Salary particulars of previous employment (if applicable), and, Relieving Letter / Experience Letter from all your previous employers (including the organization you're joining us from).
- D. PF, EPF and SA account numbers along with Company code number if you are a member.
- E. Form 16 (Income Tax Act) or provisional certificate in lieu of the same from the previous employer (if applicable).
- F. 4 passport size photographs of yourself at the time of joining.
- G. Medical reports and fitness certificate (if tests not undertaken at SRL)
- H. PAN card copy. (Mandatory at the time of joining.)
- I. Aadhar Card Copy
- J. 1 cancelled cheque leaf in case you are holding a Bank account with ICICI or HDFC
- K. Mail approval for notice period reimbursement (If applicable). This should be taken 30 days before joining, in advance.

Note:

- (a) Your compensation details are **confidential** and you may discuss it **only** with the undersigned in case of any clarification.
- (b) To know more about APSL please visit us at www.aurigeneservices.com

We are glad to have you join us in this journey.

Joining Location:

Hyderabad

Time: 05-Jun-2023, 8:45Am

Please feel free to reach Chandan Sahoo (Mob. No. 9248610017/ chandankumars@drreddys.com) for getting support relating to Relocation.

For any other queries regarding accommodation & others, please reach out to us @ 7330624247 / 8977911681 / apslta@aurigeneservices.com

Warm regards,

TAT Team - APSL





INTERNSHIP OFFER LETTER

Date: 08/11/2023
Place: Hyderabad

Kansoth Abhishek Naik, S/O: Kansoth Chander, 1-29/1, Village-Venkatapur, Andal-Gandhari, District-Kamareddy-503187

Dear **Mr. Kansoth Abhishek Naik**,

It is our pleasure to offer you an internship-training as a project intern in the Department of **Darwin Centre** at **Brane Services Private Limited**, Hyderabad. This appointment will begin on **9th November 2023** with an internship stipend of **INR 20000/-** per month. You will work for **45 hours** per week totalling to **1080 hours** for the duration of the internship. You will be working from office location address: **3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad, Rangareddi, TG-500081**. However, at the sole discretion and options of the Organization You may be given an opportunity for working from home depending on the Organization's working policy and the prevailing COVID-SARS pandemic situation.

We anticipate that your internship appointment will continue for **6 Months** i.e., till **7th May 2024**, contingent upon your training progress, funding availability, program needs and satisfactory performance.

On your joining day You will be reporting to **Leadership Module/HR Team** and for your internship period You will be collaborating and working with your **Module Leader** working in **Darwin Centre**.

Please note that this is not any offer for permanent employment in our Organization. This offer for internship does not entitle you for any automatic or permanent employment with our Organization either during or after successful completion of your internship with us. Your internship may be terminated at any time at the sole discretion of the Organization with or without any reason. During your internship You will not be eligible for any benefits (or) emoluments (or) schemes which our Employees are eligible for or awarded. You shall strictly adhere to and follow in letter and spirit the Organizational policies and the guidelines issued by your Supervisor from time to time. If You do not agree with any of these terms and conditions, please do not accept or sign this internship offer letter.

We look forward to working with you. Please do not hesitate to call **Leadership Module/HR Team** if you have any questions about your internship. If you are unable to access the websites indicated in this letter, please contact **Leadership Module/HR Team** for a hard copy of these materials.

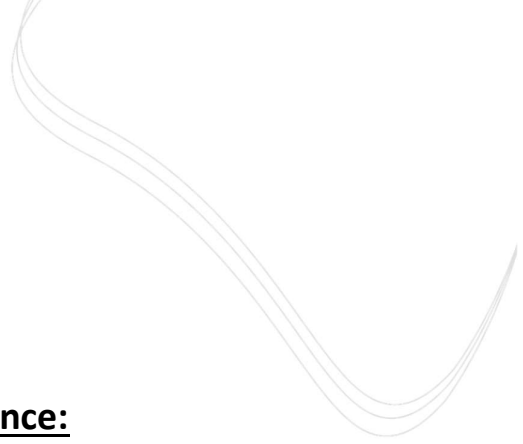
If You accept to the above terms and conditions and the internship opportunity, please send us a counter signed copy of this letter as an acknowledgement of acceptance to the above and also the Internship.

Thanking you,
for **Brane Services Private Limited**

Raghava Avvari
HR Head

Brane Services Private Limited

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,
Rangareddi, TG-500081



Acknowledgement and Acceptance:

I have read and understood the terms and conditions of this internship offer letter and I unconditionally accept them and I am herewith signing this letter as proof of acknowledgement of the receipt and also an unconditional acceptance of it from my side.

Signed by
Name : _____

Father/Mother Name : _____

Age(In Years) : _____

Permanent Address : _____

Communication Address : _____

College Name and Address : _____

College Professor Reference : _____



Internship Offer Letter- VBPL - Gagillapur

1 message

HR <hr@virchowbiotech.com>

Mon, Jan 9, 2023 at 11:59

To: avinash333avn@gmail.com <avinash333avn@gmail.com>

Cc: Raghu <raghu@virchowbiotech.com>, V S Ramakrishna Rao K <ramakrishna.rao@virchowbiotech.com>, Anil G <anil.g@virchowbiotech.com>, suryanarayana vedula venkata <Venkatasuryanarayana@gmail.com>

Dear Mr. Thammanaboina Avinash ,

we are pleased to inform you that your profile was selected for an internship as a Trainee in the department of R&D Biologics at Virchow Biotech Pvt Ltd ,was reviewed and you have been selected for the position. You will be working with us in the direction of department Head to execute daily activities and more you need to follow the below said terms and condition .

1. You will have to work for 6 Months from Jan'23-June'23 .
2. You need to follow office timings which will be explained at the time of joining .
3. As per our company norms You will be paid 8,000/- Stipend per month.
4. You will be provided with a final certificate and may consider for employment based upon completion of internship period & mutual satisfaction.

Please acknowledge the receipt of this letter and confirm the Expected Date of Joining is 16.01.2023.

For any queries feel free to contact me on +91 9154152929.

Best Regards

U Priyanka | Asst.Manager | Human Resource |

Address: Survey No. 172, Gagillapur, Dundigal Mandal, Medchal Dist., Hyderabad - 500043, INDIA ,

Mobile: +91-9700017820, +91-9700017883.

[URGENT] Action required for your application in Cognizant | Letter Of Intent

1 message

Cognizant via Superset <notifications@email.joinssuperset.com>
To: ugs19041_bio.bhanu@cbit.ac.in

Wed, Dec 21, 2022 at 10:54 PM

**Letter of Intent (LOI)**

Dear Bhanu Shankar Dhulipalla,

Greetings from Cognizant!

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent.

LOI Acceptance Deadline: Dec 28, 2022 06:00 PM IST

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Go to Offer Page Or kindly follow the below steps to accept the offer:

1. **Log in** to your Superset account on app.joinssuperset.com
2. Go to **Job Profiles** tab
3. Filter on **Offered** jobs or search the job profile you received an offer in
4. Click on the **job profile name** to navigate to job profile details
5. Click on **Accept Offer**

Important:

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superset registered mail address (which is used to login to Superset)
- Upon LOI acceptance, all the Offer to Onboarding communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

Kindly self-resolve most of your LOI queries using the [FAQs](#) in this link. If it's still unresolved, then raise a request by clicking "Raise a Query" button in the below link. Please use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Regards,**Human Resources - GenC**



[URGENT] Action required for your application in Cognizant | Letter Of Intent

1 message

Cognizant via Superset <notifications@email.joinsuperset.com>
To: caleb100197@gmail.com

Wed, 21 Dec, 2022 at 10:54 pm



Letter of Intent (LOI)

Dear Caleb Joel Raj,

Greetings from Cognizant!

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent.

LOI Acceptance Deadline: Dec 28, 2022 06:00 PM IST

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

[Go to Offer Page](#) Or kindly follow the below steps to accept the offer:

1. **Log in** to your Superset account on app.joinsuperset.com
2. Go to **Job Profiles** tab
3. Filter on **Offered** jobs or search the job profile you received an offer in
4. Click on the **job profile name** to navigate to job profile details
5. Click on **Accept Offer**

Important:

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superset registered mail address (which is used to login to Superset)
- Upon LOI acceptance, all the Offer to Onboarding communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

Kindly self-resolve most of your LOI queries using the [FAQs](#) in this link. If it's still unresolved, then raise a request by clicking "Raise a Query" button in the below link. Please use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Regards,

Human Resources - GenC



[URGENT] Action required for your application in Cognizant | Letter Of Intent

1 message

Cognizant via Superset <notifications@email.joinsuperset.com>

Wed, 21 Dec, 2022 at 10:54 pm

To: g.jeremiahpaul20@gmail.com



Letter of Intent (LOI)

Dear Jeremiah Paul Gorremuchu,

Greetings from Cognizant!

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent.

LOI Acceptance Deadline: Dec 28, 2022 06:00 PM IST

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

[Go to Offer Page](#) Or kindly follow the below steps to accept the offer:

1. **Log in** to your Superset account on app.joinsuperset.com
2. Go to **Job Profiles** tab
3. Filter on **Offered** jobs or search the job profile you received an offer in
4. Click on the **job profile name** to navigate to job profile details
5. Click on **Accept Offer**

Important:

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superset registered mail address (which is used to login to Superset)
- Upon LOI acceptance, all the Offer to Onboarding communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

Kindly self-resolve most of your LOI queries using the [FAQs](#) in this link. If it's still unresolved, then raise a request by clicking "Raise a Query" button in the below link. Please use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Regards,

Human Resources - GenC

© 2022 Cognizant. All rights reserved.





Date 03-02-2023

NO OBJECTION CERTIFICATE

This is to certify that CBIT has no objection for the following students of Bio-Technology selected for Full Time offer by Hetero Drugs for pursuing their internship in their 8th Semester i.e., January to June 2023 before commencement of their Full Time Employment.

S. No	Name of the Student	DEPARTMENT
1	BHANU SHANKAR DHULIPALLA	Bio-Tech
2	SANTHOSH KUMAR NELANTI	Bio-Tech
3	SATYANARAYANA REDDY MARUDI	Bio-Tech
4	BALAM PRASHANTH KUMAR	Bio-Tech

This no objection certificate is issued subject to the conditions specified in the affidavit to be submitted by the concerned students.

PRINCIPAL
Principal

Chaitanya Bharathi Institute of Technology
(Autonomous)
Gandipet, Hyderabad-500 075.

Encl: Affidavit Format

Chaitanya Bharathi Institute of Technology (A)

Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),
Ranga Reddy District, Hyderabad - 500 075, Telangana, India

040-24193276, 79, 80

principal@cbit.ac.in www.cbit.ac.in





AFFIDAVIT BY THE STUDENT and PARENT

For VIII Semester students, who wants to attend Internship Program during VIII Semester of their class work and who have been selected through Training and Placement Office of CBIT(A).

I _____, Roll.No _____, _____ of
B.E/B.Tech (_____) VIII-Semester, S/o / D/o _____,
R/o _____, hereby solemnly declare that I have
been selected for _____ (Company name) through campus
placements held on _____, which is offering internship from
_____ to _____. I am willing to attend the Internship program and
I do hereby accept the following conditions:

- i. I shall attend the classes on Saturdays in the College.
- ii. I shall attend the department as and when it is required.
- iii. I shall meet the respective subject mentors during non-Internship days, to clear my doubts, if any.
- iv. I shall update the progress of the VIII - Semester project to my supervisor/guide/co-ordinator/Head of the department, from time to time.
- v. I shall submit that it is my sole responsibility to study the topics on my own for the following subjects which are missed in the regular class work during the internship period.

S. NO.	Subject Code	Title of the Subject
1		
2		
3		
4		
5		
6		
7		
8		
9		

- vi. It is my sole responsibility to complete the practical experiments of lab courses/project work either in my own Institute or in an institute/organization near to my internship workplace (the approval letter from the other Institute/organization shall be submitted).
- vii. I shall get the evaluation of CIE of Lab Courses and Assignments & Slip Tests of Theory Courses from the respective faculty.
- viii. I shall get the weekly attendance of the Internships attended and submit the same to the concerned HOD on every Saturday.
- ix. I shall attend the mid-term examinations and semester end examinations as per the schedules notified by the Institute.
- x. I shall submit that it is my sole responsibility to pass on my own in all the above subjects and I shall not blame the institute otherwise.
- xi. I shall attend the internship program as per the schedule specified by the industry/company and I shall update to T&PO /CDC and my department about the progress of the internship program.
- xii. I submit that if I don't meet the attendance requirements, as specified by the institute I will be detained for want of attendance.
- xiii. I shall attend the internship program regularly in the industry.

VERIFICATION

Verified that the contents of this affidavit are true to the best of our knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (Day) of
..... (Month) (Year) _____

Signature of Student

I understood the contents of this affidavit and promise to see that my ward abides by them.

Signature of the Parent

Solemnly affirmed and signed in our presence on this the (Day) of
(Month) (Year) after reading the contents of this affidavit.

Head, Dept. of _____
CBIT(A)

Director - CDC
CBIT(A)

Director - AEC & CoE
CBIT(A)

Requesting for lor

2 messages

prashanth kumar balam <ugs19050_bio.prashanth@cbit.ac.in>
To: placements@cbit.ac.in

Tue, Sep 5, 2023 at 2:23 PM

Hello sir, I hope you are doing well, this is Prashanth Kumar Balam from Department of biotechnology (160119805050). I got placed in Hetero biopharma, and I have been working from the last four Months. It was nice working with the company learning new things in the industry, but the workload is very high, and I'm unable to work at night shifts and continuous shifts (C+A). And I'm also planning for my master's because of these two reasons I decided to resign my job. For my higher studies I need three letters of recommendations. I'll be so grateful if you give permission for requesting LORs.

Placements HEAD <placements@cbit.ac.in>

Tue, Sep 5, 2023 at 3:35 PM

To: Bio Tech HEAD <hod_biotech@cbit.ac.in>, BioTech FPC <fpc_biotech@cbit.ac.in>
Cc: Principal CBIT <principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>, Director-IQAC <director_iqac@cbit.ac.in>, Director AEC <director_aec@cbit.ac.in>, director_studentaffairs@cbit.ac.in, Joint Director_Academics <jd_academics@cbit.ac.in>, cbit-hod@cbit.ac.in

Dear All,

Please find the trailing mail from Bio-Tech Student Prashanth Balam 2023 batch who is placed in Hetero Pharma. After 4 months of working in the core industry he wants to discontinue the job due to core industry working conditions and opting for higher education.

From all such prevailing cases it is evident that CBIT students are not keen to work in a factory environment. So departments should map the students real interest as this was already discussed with FPC'S so that CBIT image is not impacted due to such issues in the manufacturing sector.

Regards

DR.NLN Reddy

Advisor

----- Forwarded message -----

From: **prashanth kumar balam** <ugs19050_bio.prashanth@cbit.ac.in>
Date: Tue, Sep 5, 2023 at 2:23 PM ALAM
Subject: Requesting for lor
To: <placements@cbit.ac.in>

Hello sir, I hope you are doing well, this is Prashanth Kumar Balam from Department of biotechnology (160119805050). I got placed in Hetero biopharma, and I have been working from the last four Months. It was nice working with the company learning new things in the industry, but the workload is very high, and I'm unable to work at night shifts and continuous shifts (C+A). And I'm also planning for my master's because of these two reasons I decided to resign my job. For my higher studies I need three letters ng mail froof recommendations. I'll be so grateful if you give permission for requesting LORs.

Dr.T.Prathima**9441044722 / 8466997218**



HETERO BIOPHARMA LIMITED
H.No. 8-3-166/1 & 2, 105 to 108, 1st Floor,
'G' Block, East Wing, Challa Estates,
Erragadda, Hyderabad - 500018.,
Telangana, INDIA.
Tel & Fax : +91 8542 227500
e-mail : contact.hbl@hetero.com
URL : www.heterobiopharma.com
CIN : U24290TG2016PLC111946

HETERO:OFL-2022512616
Dt: 30 March 2023
Mr. SANTHOSHKUMAR NELANTI
Hno 3 Block No 3 Ttwurjc Narsapur Medak
Telangana, Andhra Pradesh, India

Dear Mr. SANTHOSHKUMAR NELANTI,

Sub: Offer of Employment

We are pleased to offer you the position of **JUNIOR OFFICER** in **MANUFACTURING/PRODUCTION** department basing on your application and interview you had with us. Your place of work will initially be at **M/s HETERO BIOPHARMA LTD, Factory (SEZ Unit): S.NO:458 (PART), TSIIC FORMULATIONS SEZ, POLEPALLY VILLAGE, JADCHERLA MANDAL-509301, MAHABOOB NAGAR , TELANGANA, INDIA.**

1. This offer is valid till **28 June 2023** and you should report for joining on or before **28 June 2023.**
2. You will report to the **ASSISTANT GENERAL MANAGER** or any other officer authorized by the company, with regard to your day to day activities from time to time.
3. If there are any changes in the conditions of your service, the same will be notified to you.
4. You will be entitled to the gross salary as discussed and agreed upon mutually.
5. You will be on probation for a period of six months from the date of your joining.
6. You are required to sign a confidentiality and non-disclosure agreement on your joining.
7. Your appointment order indicating terms and conditions of your employment will be issued to you at the time of your joining
8. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.



HETERO BIOPHARMA LIMITED
H.No. 8-3-166/1 & 2, 105 to 108, 1st Floor,
'G' Block, East Wing, Challa Estates,
Erragadda, Hyderabad - 500018.,
Telangana, INDIA.
Tel & Fax : +91 8542 227500
e-mail : contact.hbl@hetero.com
URL : www.heterobiopharma.com
CIN : U24290TG2016PLC111946

Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.
4. Copies of educational certificates and mark sheets.
5. Four passport size colour photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous employer.
8. Copy of your PAN card and AADHAR card.
9. PF declaration form duly filled in.
10. Copy of Form 16 issued by your present employer if you are assessed to IT.

Please note that you are expected to keep the salary details strictly confidential and note to share the same with anyone.

We look forward to your acceptance of this offer and joining our organization.

We welcome you to **HETERO**

With best wishes,

For **HETERO BIOPHARMA LTD**


VENKATA JAYAPAL REDDY SINGAREDDY
ASSOCIATE VICE PRESIDENT-HR

Offer Acceptance:

I received offer letter dated **30 March 2023** for the position of **JUNIOR OFFICER** in **MANUFACTURING/PRODUCTION** and I hereby accept the terms and conditions set out in the offer letter. I further confirm that I will be joining on or before **28 June 2023**.

(Date)

(Signature of the Candidate)



HETERO BIOPHARMA LIMITED

H.No. 8-3-166/1 & 2, 105 to 108, 1st Floor, G Block, East Wing, Challa Estates, Erragadda,
Hyderabad, Telangana, India, 500018, Tel: & Fax: +91-40-23810110,
E-mail: contact.hbl@heterodrugs.com URL: http://www.heteroworld.com
CIN: U24290TG2016PLC111946

Date: 30-03-2020

To SECUNDRABAD 401 NAVKETAN COMPLEX BALAJI DIAGNOSTICS PANCHASHEEL Medical Services Land Marks 1) Near Clock Tower 2) Beside Kamat Hotel 3) Behind Yashoda Hospital Phones: 09618111551, 09000144488 Timings: 9am to 4pm	To Dr. Raja Vojjala Managing Director Balaji Diagnostics & Research Centre Beside Shamsabad Bus Stand Beside Hetero Medical Shop Shamsabad Phone: 9394759819; 08413-222303 Hyderabad - 500252
--	---

Timings 10.00 AM -04.00 PM after Breakfast (Sunday Holiday)

Sir,

Sub: Authorization letter for conducting required medical tests - Rg.

We have issued offer letter to Mr./Ms./Smt. N. Sonfash as
Dr. office in production dept. of our Unit Biopharm located at
Jadcheela on 30-03-2020

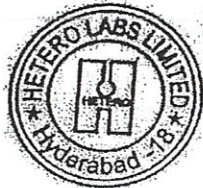
He / She is expected to join us on or before 28-06-2020

As a part of joining formalities, he/she is required to submit necessary medical reports at the time of joining. In this regard, pl. carryout necessary medical tests (applicable to the unit) to the bearer of this letter and send us his/her medical reports directly to us at the earliest.

Please note that we will reimburse necessary charges applicable to the tests carried out to the above candidate.

Thanks & Regards


Authorized signature





HETERO BIOPHARMA LIMITED
H.No. 8-3-166/1 & 2, 105 to 108, 1st Floor,
'G' Block, East Wing, Challa Estates,
Erragadda, Hyderabad - 500018,
Telangana, INDIA.
Tel & Fax : +91 8542 227500
e-mail : contact.hbl@hetero.com
URL : www.heterobiopharma.com
CIN : U24290TG2016PLC111946

HETERO:OFL-2022512615

Dt: 30 March 2023

Mr. SATYANARAYANA REDDY MARUDI

1-168/2, Dondapadu, Suryapet

Telangana, Andhra Pradesh, India

Dear Mr. SATYANARAYANA REDDY MARUDI,

Sub: Offer of Employment

We are pleased to offer you the position of **JUNIOR OFFICER** in **MANUFACTURING/PRODUCTION** department basing on your application and interview you had with us. Your place of work will initially be at **M/s HETERO BIOPHARMA LTD, Factory (SEZ Unit): S.NO:458 (PART), TSIIC FORMULATIONS SEZ, POLEPALLY VILLAGE, JADCHERLA MANDAL-509301, MAHABOOB NAGAR , TELANGANA, INDIA.**

1. This offer is valid till **28 June 2023** and you should report for joining on or before **28 June 2023.**
2. You will report to the **ASSISTANT GENERAL MANAGER** or any other officer authorized by the company, with regard to your day to day activities from time to time.
3. If there are any changes in the conditions of your service, the same will be notified to you.
4. You will be entitled to the gross salary as discussed and agreed upon mutually.
5. You will be on probation for a period of six months from the date of your joining.
6. You are required to sign a confidentiality and non-disclosure agreement on your joining.
7. Your appointment order indicating terms and conditions of your employment will be issued to you at the time of your joining
8. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.



HETERO BIOPHARMA LIMITED
H.No. 8-3-166/1 & 2, 105 to 108, 1st Floor,
'G' Block, East Wing, Challa Estates,
Erragadda, Hyderabad - 500018.,
Telangana, INDIA.
Tel & Fax : +91 8542 227500
e-mail : contact.hbl@hetero.com
URL : www.heterobiopharma.com
CIN : U24290TG2016PLC111946

Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.
4. Copies of educational certificates and mark sheets.
5. Four passport size colour photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous employer.
8. Copy of your PAN card and AADHAR card.
9. PF declaration form duly filled in.
10. Copy of Form 16 issued by your present employer if you are assessed to IT.

Please note that you are expected to keep the salary details strictly confidential and note to share the same with anyone.

We look forward to your acceptance of this offer and joining our organization.

We welcome you to **HETERO**

With best wishes,

For HETERO BIOPHARMA LTD

VENKATA JAYAPAL REDDY SINGAREDDY
ASSOCIATE VICE PRESIDENT-HR

Offer Acceptance:

I received offer letter dated **30 March 2023** for the position of **JUNIOR OFFICER** in **MANUFACTURING/PRODUCTION** and I hereby accept the terms and conditions set out in the offer letter. I further confirm that I will be joining on or before **28 June 2023**.

(Date)

(Signature of the Candidate)



HETERO BIOPHARMA LIMITED

H.No. 8-3-166/1 & 2, 105 to 108, 1st Floor, G Block, East Wing, Challa Estates, Erragadda,
Hyderabad, Telangana, India, 500018, Tel: & Fax: +91-40-23810110,
E-mail: contact.hbl@heterodrugs.com URL: http://www.heteroworld.com
CIN: U24290TG2016PLC111946

Date: 30-03-2023

To SECUNDRABAD 401 NAVKETAN COMPLEX BALAJI DIAGNOSTICS PANCHASHEEL Medical Services Land Marks 1) Near Clock Tower 2) Beside Kamat Hotel 3) Behind Yashoda Hospital Phones: 09618111551, 09000144488 Timings: 9am to 4pm	To Dr. Raja Vojjala Managing Director Balaji Diagnostics & Research Centre Beside Shamshabad Bus Stand Beside Hetero Medical Shop Shamshabad Phone: 9394759819, 08413-222303 Hyderabad - 500252
--	---

Timings 10.00 AM -04.00 PM after Breakfast (Sunday Holiday)

Sir,

Sub: Authorization letter for conducting required medical tests - Rg.


We have issued offer letter to Mr./Ms./Smt. Satyamasayam as
Asst. office in production dept. of our Unit Biopharm located at
Jadcherla on 30-03-2023

He / She is expected to join us on or before 28-06-2023

As a part of joining formalities, he/she is required to submit necessary medical reports at the time of joining. In this regard, pl. carryout necessary medical tests (applicable to the unit) to the bearer of this letter and send us his/her medical reports directly to us at the earliest.

Please note that we will reimburse necessary charges applicable to the tests carried out to the above candidate.

Thanks & Regards,


Authorized signature





Aurigene Pharmaceutical Services Limited
1-75/1, Sy. No. 195 & 198/2/A,
Bollaram Road, Miyapur,
Hyderabad – 500 049,
Telangana, India

Tel: +91 40 4465 8888
Fax: +91 40 4465 8699
Email: contactapsl@aurigeneservices.com
www.aurigeneservices.com

Dear Chenna Sumeet

Congratulations!

Based on our interaction with you, we are pleased to offer you a role **Technical Trainee - CDMO Biologics** at role band **TT**, based out of **Hyderabad**.

In terms of Target Total Compensation (TTC) we are offering you **Rs 4,00,000/- (Rupees Four Lakh Only)**. per annum.

The details of your compensation break-up is provided below. You will be entitled to additional benefits as are generally extended to the employees of APSL at your Role Band.

Annexure - I

Salary and Allowances

Name : Chenna Sumeet
Role Title : Technical Trainee - CDMO Biologics
Role Band : TT

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Education Allowance	200	2,400
Minimum Guaranteed Bonus	8,933	1,07,200
Statutory Monthly Interim Bonus (Only if present in structure as per calculator)	700	8,400
Bonus/ Ex Gratia	700	8,400
Total Guaranteed Compensation	31,533	3,78,400
Provident Fund	1,800	21,600
Total Fixed Compensation	33,333	4,00,000
Target Total Compensation		4,00,000

If you have any queries on the offer, please feel free to discuss the same with me. As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer **within 24 hours of receipt of this email**.

Registered Office:- 39-40, KIADB Industrial Area, Electronic City Phase-II, Hosur Road, Bengaluru, Karnataka, India - 560 100 CIN No.

U74999KA2019PLC127964

As part of the joining formalities, you will be required to undergo a pre-employment medical checkup as per the prescribed tests. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any of the attached SRL diagnostic centers and carry a copy of the Pre-employment Authorization letter and medical form without fail, along with a passport-sized photograph and photo identification proof (PAN card / Driving License / Passport).

On your date of joining, please ensure to carry the documents mentioned below - both originals & photocopies. Original documents are mandatorily needed at the time of joining and will be returned immediately upon verification.

- A. Date of Birth certificate
- B. Educational Qualifications (Provisional or final certificates of all qualifications obtained from SSC to date)
- C. Salary particulars of previous employment (if applicable), and, Relieving Letter / Experience Letter from all your previous employers (including the organization you're joining us from).
- D. PF, EPF and SA account numbers along with Company code number if you are a member.
- E. Form 16 (Income Tax Act) or provisional certificate in lieu of the same from the previous employer (if applicable).
- F. 4 passport size photographs of yourself at the time of joining.
- G. Medical reports and fitness certificate (if tests not undertaken at SRL)
- H. PAN card copy. (Mandatory at the time of joining.)
- I. Aadhar Card Copy
- J. 1 cancelled cheque leaf in case you are holding a Bank account with ICICI or HDFC
- K. Mail approval for notice period reimbursement (If applicable). This should be taken 30 days before joining, in advance.

Note:

- (a) Your compensation details are **confidential** and you may discuss it **only** with the undersigned in case of any clarification.
- (b) To know more about APSL please visit us at www.aurigeneservices.com

We are glad to have you join us in this journey.

Joining Location:

Hyderabad

Time: 05-Jun-2023 & 8:30 Am

Please feel free to reach Chandan Sahoo (Mob. No. 9248610017/ chandankumars@drreddys.com) for getting support relating to Relocation.

For any other queries regarding accommodation & others, please reach out to us @ 7330624247 / 8977911681 / apslta@aurigeneservices.com

Warm regards,

TAT Team - APSL



Dear Ms. Bellapurla Mary Karen,

we are pleased to inform you that your profile was selected for an internship as a Trainee in the department of R&D Biologics at Virchow Biotech Pvt Ltd ,was reviewed and you have been selected for the position. You will be working with us in the direction of department Head to execute daily activities and more you need to follow the below said terms and condition .

1. You will have to work for 6 Months from Jan'23-June'23 .
2. You need to follow office timings which will be explained at the time of joining .
3. As per our company norms You will be paid 8,000/- Stipend per month.
4. You will be provided with a final certificate and may consider for employment based upon completion of internship period & mutual satisfaction.

Please acknowledge the receipt of this letter and confirm the Expected Date of Joining .

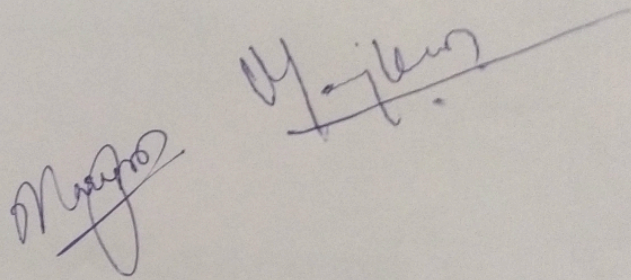
For any queries feel free to contact me on +91 9154152929.

Best Regards

U Priyanka | Asst.Manager | Human Resource |

Address: Survey No. 172, Gagillapur, Dundigal Mandal, Medchal Dist., Hyderabad - 500043, INDIA ,

Mobile: +91-9700017820, +91-9700017883.



S No	Candidate Name	Candidate Email id
1	Kavya Donga	kavyaraos9896@gmail.com
2	V S Satya Nagalakshmi Mounika Kavuri	dmounika317@gmail.com
3	Sravya Kunaparaju	sravyakraju@gmail.com
4	Jeremiah Paul Gorremuchu	g.jeremiahpaul20@gmail.com
5	Chirag Jain Godha	jainc8684@gmail.com
6	Khyathi Vardhini Vangala	khyathivardhinivangala@gmail.com
7	Karnam Nikitha	nikithakarnam08@gmail.com
8	Samreen Sulthana	samreensulthanamd2002@gmail.com
9	Niharika Gundu	gniharika2902@gmail.com
10	Ramavath Aravind	ramavatharavind2002@gmail.com
11	Sai Abheesh Annaiah	abheesh20.a@gmail.com
12	Krishna Sree Vellikanti	krishnavellikanti89@gmail.com
13	Sandhya B	sandhyabhoompag@gmail.com
14	Akhil Yasa	yasaakhil12@gmail.com
15	Deepak Kandukuri	Kandukuri.deepak009@gmail.com
16	Sravya Avala	avala.sravya1122@gmail.com
17	Harika Dasa	harikadasa2002@gmail.com
18	Anuhya Linga	anuhyalinga12@gmail.com
19	Sriram Sai Krishnam Raju Sagiraju	ssrskrishnamraju@gmail.com
20	Nandini Koyala	nandiniyadav617@gmail.com
21	Shailika Podduturi	shailika.shaili@gmail.com
22	Saiteja Kongala	kongalasaiteja64@gmail.com
23	Shiva Teja Goud Akkamgari	akkamgarishiva9@gmail.com
24	Naresh Ande	andenaresh01@gmail.com
25	Vivek Reddy Pokala	pokalavivekreddy9@gmail.com
26	Padmaja Kolukulapalli	padmajakolukulapalli@gmail.com
27	Aravind Reddy Gyanaji	gyanajiaravindreddy@gmail.com
28	Shanthan Kumar Gudipudi	gshanthan01@gmail.com
29	Harini Thandoju	harinithandoju@gmail.com
30	Dillikar Shruthi	dillikarshruthi@gmail.com
31	Akhila Bangutapu	bangutapuakhila@gmail.com
32	Achanta Thandava Sai Rohith	rohithachanta14@gmail.com
33	Sumanth Kadiri	yadavsumanth03@gmail.com
34	Vitesh Bharadwaj Mallibhat	viteshbharadwaj.m23@gmail.com
35	Kanjarla Rahul	kanjarlarahul783@gmail.com
36	Chinthapally Maharshi Reddy	maharshireddy2002@gmail.com
37	Syed Asgar Hussain	syedasgar0238@gmail.com
38	Saba Iram	sabairam436@gmail.com
39	Alekhya Rayala	alekhyarayala18@gmail.com
40	A Shirisha	ampatishirisha@gmail.com
41	Mahima Devandla	mahimadevandla1@gmail.com
42	Manisha Reddy Gavini	gavinimanishareddy@gmail.com
43	Sruthi Reddy Sompuram	sruthireddy2620014@gmail.com
44	Anitha Islavath	anithaeducation5@gmail.com
45	Shalinee Mallick	shalineemallick1@gmail.com

46	Srija Chavali	chsrija07@gmail.com
47	Pratham Jain	prathamjain2806@gmail.com
48	Kontemukkula Chihnitha	chihnithak@gmail.com
49	Rahul Gundoju	rahulgundoju@gmail.com
50	Kamal Sai Arukala	saikamal0078@gmail.com
51	Atufa Tanyem	atufa1307@gmail.com
52	Rachapaka Anusha	rachapakaanusha126@gmail.com
53	Preethi Gadipeddapur	gadipeddapurpreethi@gmail.com
54	Sreenija Jakkula	sreenija.jakkula@gmail.com
55	Sunayana Maddimadugu	maddimadugusunayana@gmail.com
56	Ahmed Raoofuddin	raoofuddin13@gmail.com
57	Jeevan Nath Lankadasari	ljeevan0604@gmail.com
58	Shinde Santhosh	shindesanthosh111@gmail.com
59	Harika Nallapati	nharikachowdary04@gmail.com
60	Arun Kumar Reddy Rayini	arunrayini36@gmail.com
61	Pokala Deva Teja	devateja30@gmail.com
62	Shashank Mothkuru	mshashank2403@gmail.com
63	Manideep Udumula	udumulamanideep158@gmail.com
64	Prapul Kadamalla	prapuladamalla@gmail.com
65	Angel Sheeba Kaparathi	kaparthiangelsheeba@gmail.com
66	Maneesha Vuggam	maneesha.vuggam@gmail.com
67	Sneha Sundari M	snehasundari200@gmail.com
68	Naga Venkatasai Vishwanath	vishwanathnaga@gmail.com
69	Chelle Sabhyata	chellesabhyata@gmail.com
70	Thalari Hareesh	thalariharish2000@gmail.com
71	Shiva Chetkuri	trineshchetkuri@gmail.com
72	Shiva Teja Punna	shivatejapunna28@gmail.com
73	Tharun Teja Chidurala	tharunteja725@outlook.com
74	N P Vennela	vennelanp@gmail.com
75	Chidrupi Medavarapu	medavarapuchidrupi0012@gmail.com
76	Rachel Shanthi	rachelshanthi2221@gmail.com
77	Goverarram Soumya	Pinkydolly204@gmail.com
78	Pratham M	prathambunny.19@gmail.com
79	Sai Kalyan A	kannansaikalyan2001@gmail.com
80	Vusirikayala Venkata Manohara Teja	manoharateja@gmail.com
81	Sathvika Nagelli	sathvikanagelli7@gmail.com
82	Tarun Kasula	ugs19112_ece.tarun@cbit.org.in
83	Venkata Akhilesh Kumar Naidu	akhileshnaidu12@gmail.com
84	Nandikolla Venkata Sai Charan	saicharan.nandikolla@gmail.com
85	Srivaishnavi Cheedella	cheedellavaishnavi@gmail.com
86	Sai Saketh Raju Alluri	Sakethrajualluri@gmail.com
87	Venkata Dharma Nivas Varma Tirumalaraju	nivasvarma2002@gmail.com
88	Anusha Bandaru	anushabandaru120@gmail.com
89	Mohammed Touheed Patel	mohammedtouheedpatel2k15@gmail.com
90	Janagam Suchith Reddy	suchithreddy979@gmail.com
91	Harika Madireddy	mharikareddy5@gmail.com
92	Harika Talari	harika.talari08@gmail.com

93	Mohd Irfan	irfanmohd3486@gmail.com
94	Sai Kiran Rachakonda	saikiranrachakonda24@gmail.com
95	Cherukupally Udaykiran Reddy	udaykiranreddy1408@gmail.com
96	Varshith Kalva	varshith.kalwa25@gmail.com
97	Kasam Nikhil	nikhilreddykasam333@gmail.com
98	Gundrathi Vamshidhar Goud	gundrathivamshi1729@gmail.com
99	Rambhatla Aasriya	aasriya2304@gmail.com
100	Vishnu Charan Bakaraju	vishnucharan0509@gmail.com
101	Anilkumar Kankala	anilkumarkankala9700@gmail.com
102	Prashanth Vadityavath	prashanthvadityavath@gmail.com
103	Shivapriya Buddolu	pgs21009_mca.shivapriya@cbit.org.in
104	Gole Akanksha	akankshagole2000@gmail.com
105	Kusuma Gonguluri	kusuma.gonguluri@gmail.com
106	Vinitha Reddy	Vinithareddie207@gmail.com
107	Ramyapriya Thathapudi	ramyapriyathathapudi@gmail.com
108	Rohan Venna	vennarohan7784@gmail.com
109	Najeeba Afreen	afreennajeefa@gmail.com

Mobile Number	Date of Birth	Highest Qualification (UG/PG)	UG Degree
9502004703	2001-04-01	UG	B. Tech
9390824549	2001-01-31	UG	B. Tech
7032088933	2001-06-03	UG	B. Tech
7893462036	2000-09-20	UG	B. Tech
6303893738	2002-01-12	UG	B. Tech
8688533611	2001-01-25	UG	B.E
9390283779	2001-08-25	UG	B.E
9398644493	2002-08-21	UG	B.E
9949688501	2002-04-29	UG	B.E
9390786031	2002-03-28	UG	B.E
8341154600	2001-12-20	UG	B.E
8639461632	2002-08-12	UG	B.E
6281788238	2001-02-22	UG	B.E
9390346986	2001-05-04	UG	B.E
9014976992	2002-03-08	UG	B.E
6301891213	2001-08-28	UG	B.E
9154208802	2002-04-20	UG	B.E
8074852622	2001-11-12	UG	B.E
7993699678	2001-10-10	UG	B.E
9390451564	2001-06-06	UG	B.E
7032148877	2002-03-18	UG	B.E
9177738228	2001-10-13	UG	B.E
9908591409	2001-09-24	UG	B.E
9133486142	2001-12-01	UG	B.E
9553901644	2002-06-05	UG	B.E
6305349557	2002-01-10	UG	B.E
9705879206	2002-06-17	UG	B.E
9494868432	2001-10-02	UG	B.E
7670990924	2001-11-21	UG	B.E
6309347081	2003-03-23	UG	B.E
8919704739	2001-10-20	UG	B.E
9121346990	2001-02-14	UG	B.E
9346713481	2002-01-12	UG	B.E
6304466033	2002-10-23	UG	B.E
6300345790	2001-11-09	UG	B.E
8341079749	2002-04-04	UG	B.E
7997234238	2000-08-23	UG	B.E
6301203090	2002-01-09	UG	B.E
9182950531	2001-06-08	PG	N/A
7036161560	1998-01-10	PG	N/A
9948490226	2001-09-15	UG	B.E
8919502901	2002-06-16	UG	B. Tech
9440048919	2002-06-26	UG	B. Tech
9390175948	2002-03-30	UG	B. Tech
8639312975	2001-12-29	UG	B. Tech

9154742550	2001-11-16	UG	B. Tech
8885499908	2001-06-28	UG	B. Tech
7989586825	2002-09-23	UG	B.E
7013674932	1999-07-05	UG	B.E
8374743555	2001-12-09	UG	B.E
7386197042	2002-07-13	UG	B.E
7095132906	2002-02-16	UG	B.E
9398574018	2002-04-24	UG	B.E
9493090411	2001-09-13	UG	B.E
8096726096	2001-08-09	UG	B.E
8688933178	2001-06-29	UG	B.E
9154483972	2002-04-06	UG	B.E
9347594728	2000-05-25	UG	B.E
9347624804	2001-12-04	UG	B. Tech
9573617184	2002-08-29	UG	B.E
7993461499	2002-07-30	UG	B.E
9030227878	2002-03-24	UG	B.E
9553601482	2002-09-03	UG	B.E
9390778156	2002-03-05	UG	B.E
7330679103	2002-08-02	UG	B.E
7396531415	2001-03-20	UG	B.E
8309586138	2001-12-24	UG	B.E
9966372190	2001-02-15	UG	B.E
8341403436	2001-12-15	UG	B.E
9848374530	2000-12-13	UG	B.E
9390349969	2002-03-22	UG	B.E
8688778414	2002-01-28	UG	B.E
7893054174	2001-08-29	UG	B.E
9392761702	2001-11-03	UG	B.E
7386168536	2002-04-12	UG	B.E
9502834330	2001-02-22	UG	B.E
9666685279	2001-10-12	UG	B.E
7730875727	2001-04-29	UG	B.E
8520975141	2001-10-08	UG	B.E
6281934267	2001-08-10	UG	B.E
9247871198	2001-08-26	UG	B.E
8897536706	2001-10-14	UG	B.E
9390031134	2002-06-12	UG	B.E
8712747468	2001-11-06	UG	B.E
9133201855	2002-03-05	UG	B.E
8978428789	2001-10-12	UG	B.E
8639759994	2002-03-15	UG	B.E
9959773492	2001-09-04	UG	B.E
8019676558	2001-10-17	UG	B.E
9704803701	2002-02-16	UG	B.E
6303902459	2001-12-05	UG	B.E
7995519722	2001-04-21	UG	B.E

8463949965	2001-07-17	UG	B.E
9676221576	2001-05-24	UG	B.E
6300187695	2001-08-14	UG	B.E
9390239636	2002-01-04	UG	B.E
9542462680	2001-03-03	UG	B.E
9398945051	2001-05-23	UG	B.E
9000435111	2002-04-23	UG	B.E
8019278257	2001-09-05	UG	B.E
7661922603	2001-11-16	UG	B. Tech
9110785435	1999-08-22	PG	N/A
6302024065	2001-01-20	PG	N/A
7032035375	2000-02-08	PG	N/A
8186862228	1998-09-09	PG	N/A
8106523499	2000-02-02	PG	N/A
6300585911	2000-06-29	PG	N/A
9182212581	1998-10-16	PG	N/A
8179395818	1999-04-18	PG	N/A

UG Stream	PG Degree	PG Stream
BIO TECHNOLOGY	N/A	N/A
BIO TECHNOLOGY	N/A	N/A
BIO TECHNOLOGY	N/A	N/A
BIO TECHNOLOGY	N/A	N/A
CHEMICAL ENGINEERING	N/A	N/A
CIVIL ENGINEERING	N/A	N/A
CIVIL ENGINEERING	N/A	N/A
COMPUTER SCIENCE AND ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRICAL & ELECTRONICS ENGINEERING	N/A	N/A
ELECTRONICS & COMMUNICATION ENGINEERING	N/A	N/A
ELECTRONICS & COMMUNICATION ENGINEERING	N/A	N/A
ELECTRONICS & COMMUNICATION ENGINEERING	N/A	N/A
ELECTRONICS & COMMUNICATION ENGINEERING	N/A	N/A
ELECTRONICS & COMMUNICATION ENGINEERING	N/A	N/A
ELECTRONICS & COMMUNICATION ENGINEERING	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
PRODUCTION	N/A	N/A
N/A	MCA	Computer Applications
N/A	MCA	Computer applications
INFORMATION TECHNOLOGY	N/A	N/A
BIO TECHNOLOGY	N/A	N/A
BIO TECHNOLOGY	N/A	N/A
CHEMICAL ENGINEERING	N/A	N/A
CHEMICAL ENGINEERING	N/A	N/A

MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
MECHANICAL ENGINEERING	N/A	N/A
PRODUCTION	N/A	N/A
INFORMATION TECHNOLOGY	N/A	N/A
N/A	MCA	Master of Computer Application
N/A	MCA	MCA
N/A	MCA	Computer Applications
N/A	MCA	Master of computer applications
N/A	MCA	Computer Application
N/A	MCA	MCA
N/A	MCA	Computer Applications
N/A	M.Tech	AI&DS

Mindtree Offer Letter

<Campus@mindtree.com>
To: <SRAVYAKRAJU@gmail.com>

Sat, 5 Nov 2022 at 5:09 PM



Dear Sravya Kunaparaju,

Mindtree strives to be a leader in using digital technologies in everything we do, and this helps us in building a sustainable business. In this regard, please find attached your offer letter. This takes us to the next level of digital evolution in making a paperless office by implementing digital signature. As a next step, you should be digitally accepting this offer letter for your candidature with Mindtree to be processed further and completing your on-boarding activity.

Wishing you all the very best! Welcome to possible!

Please click [here](#) to view and sign the offer letter.

Note: This letter is valid for a period of five days from the date mentioned in this offer.

Regards,
Mindtree Talent Acquisition



<http://www.mindtree.com/email/disclaimer.html>

Hetero Placement Drive-Reg.**Bhagya Lakshmi B** <BhagyaLakshmi.Bu@hetero.com>

Wed, Feb 1, 2023 at 11:05 AM

To: Placements HEAD <placements@cbit.ac.in>

Cc: "fpc_biotech@cbit.ac.in" <fpc_biotech@cbit.ac.in>, Principal CBIT <principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>, "po@cbit.ac.in" <po@cbit.ac.in>, "Smt. S.Sumitra Assistant Professor" <ssumitra_biotech@cbit.ac.in>, "ugs19041_bio.bhanu@cbit.ac.in" <ugs19041_bio.bhanu@cbit.ac.in>

Dear All,

Please find the selected list. Provide their NOC accordingly we will issue offer letter. Female also 4 candidates selected but now no requirement for female so we are keeping on hold.

S no.	Name of student	Technical evaluation feed back
1	Bhanu shankar dhulipalla	Selected
2	Santosh	Selected
3	Narayan Reddy	Selected
4	Prashanth kumar balam	Selected
5	Likhit sai phani chowdary n	Not suitable
6	Muktananda karnam	Not interested

Thanks

Bhagya.

[Quoted text hidden]

[Quoted text hidden]